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AGENCY REPORTS ON COST

REDUCTIONS PURSUANT TO BUDGET

BUREAU CIRCULAR NO. A-64

SEPTEMBER 1964

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AGENCY REPORTS ON COST REDUCTIONS PURSUANT TO

BUDGET BUREAU CIRCULAR NO. A-64

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P	Statistical Reporting Service

September, 1964





DEPARTMENT OF AGRICULTURE WASHINGTON 25, D. C.

September 1 8 1964

Honorable Kermit Gordon .
Director
Bureau of the Budget

Dear Kermit:

Here are reports required by Bureau of the Budget Circular A-64.

Since the last Quarterly Report, several changes have been made in our reporting system. These, I think, significantly improve our effort in the cost reduction and management improvement area. For example, we have developed a Standard Form (Attached Exhibit A) which is used throughout the Department in identifying cost reduction and management improvement projects under study. Through the use of this one form, we will be able to produce various types of reports in the general area of management improvement and manpower utilization which we have to supply for the Bureau of the Budget, The Congress, or for internal use.

We have also adopted criteria which define categories of "savings."
The definitions of the two categories - Cost Reduction and Cost Increase Avoided - are included in the instructions attached to the Form.
These definitions give us a consistent approach throughout the Department in several important respects. They provide a basis for (a) the easy classification of all management improvement items into similar categories of savings; (b) the identification, each quarter, of the effect each management improvement has on dollars, man years of employment, or positions and (c) the identification of the priority program items to which savings reported are diverted.

While you have not requested employment trend figures, I believe our accomplishment in this general area is worthy of note.

As indicated by the attached chart (Exhibit B), "USDA Employment," actual employment on June 30, 1964 was 4,603 below the reduced ceiling established in May 1964, and 13,107 below the estimates contained in the January 1963 Budget. I feel this record illustrates our successful efforts in cooperating with the President's desire to hold employment to minimum levels.

Individual summary reports on specific projects in the cost reduction and management improvement area are attached, grouped by agency. Each one is said-explanatory. Supporting data for these summary reports are

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available if you need them.

I am impressed with the diversity of items represented and the extent to which our management improvement effort is having its impact in major program areas of the Department. This is important since these program responsibilities require the bulk of the funds appropriated this Department each year by Congress.

Just a few examples of specific accomplishments, showing the range and diversity of our individual cost reduction projects, are summarized below:

The Agricultural Research Service saved approximately \$875,000 in the first quarter of FY 1965 through the use of surplus property rather than purchase new property. In a similar use of such property, the Forest Service estimates savings of close to \$9,000,000 for FY 1965.

Increased efficiency through new techniques and methods of conducting experiments in the energy metabolism of dairy cows, which reduce time and labor required, will yield savings of almost \$430,000 in the Agricultural Research Service.

In the Agricultural Research Service, a change in insecticide recommendations for cereal leaf beetle control in a three-state area will yield estimated savings of \$187,719. This is being accomplished by testing with various formulations and improvements in techniques for application of the insecticides. As a result, smaller rates of application is reducing costs.

The continued review and abolishment of Washington jobs in the Agricultural Conservation and Stabilization Service are now expected to yield \$255,900 in savings in FY 1965. This figure is in addition to a savings figure of \$134,000 included in an earlier report.

In the Farmers Home Administration, continued dramatic increases in employee productivity will yield an estimated \$41,000,000 in FY 1965.

In the Forest Service, savings in the amount of \$760,000 are predicted for FY 1965 through a revision in timber thinning guidelines to reduce the number of pre-commercial thinnings prior to commercial thinning or hervest out.

Through the modification and redesign of eattle slaughtering facilities for plants contemplating interstate business, the Agricultural Research Service is able to consolidate inspection positions at varying rates of slaughter. The result in better manpower utilization adds up to an anticipated savings of \$150,570 for FY 1965.

The Office of Plant and Operations, in implementing a Departmentwide Reports Management Program, reports savings of about \$140,000 for the period through

August 15. Since this includes only 30 to 35% of the reports compiled, FY savings of about \$140,000 are projected by climinating 54 reports and the improvement of 215 others.

Adoption and use of logarithmic spraying techniques to apply new chemicals for evaluation as potential selective herbicides has increased the officiency of scientists engaged in this work in the amount of \$50,000 a year.

Agricultural Marketing Service has several examples of improvements resulting in smaller savings:

- .. As a result of transferring cotton standardization work from Washington, D.C. to a field location closer to the cotton trade, estimated savings for FY 1965 are \$33,843.
- .. Another organizational change in AMS the marger of the New York district field offices of Fresh Products Standardization and Inspection Branch with the Headquarter Branch Office in Washington, B.C. - resulted in savings of \$13,000 for FY 1965.
- .. A change in the billing procedure to atcamship lines for meat grading services results in savings of \$8,600.
- .. A study of encumbered time of tobacco inspectors resulted in a reduction in periods of their employment to more closely coincide with tobacco market-ing seasons. Savings from this new procedure will be \$19,000 in FY 1965.

Other examples of small savings are:

- by Agricultural Research Service in the development and use of continuous analog techniques through the analog computer, X-ray recorder and multi-channel tape recorder and oscillograph equipment to speed up tillings and traction research. These techniques provide more information per test and records data and make computations while tests are in progress.
- .. Through a consolidation of training centers, accelerating training sessions, and improving course material, the Soil Conservation Service estimates it will save in the neighborhood of \$85,000 in FY 1965.
- .. By assigning loan apprehens from Telephone Area Offices to assist the Loan Review Office during peak work periods, the Rural Electrification Administration estimates that over \$12,000 will be saved annually.

- .. \$25,000 will be saved each year by Agricultural Research Service through the mathematical simulation and computer analysis techniques to make basis comparisons of the edvantages and limitations of alternate mathods of exposing grain to drying eir.
- .. The Commodity Exchange Authority reports that an estimated \$1,200 will be saved in FY 1965 through the use of a modern copying machine in one of its field offices.

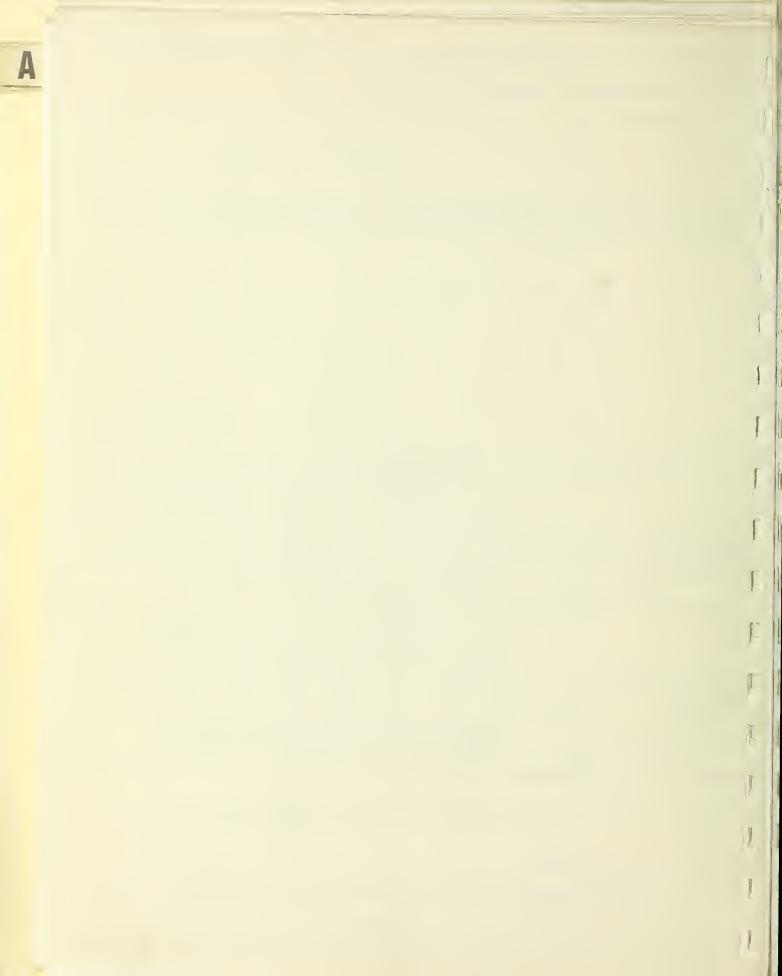
We are increasing our cost reduction efforts in this Department.

Sincerely yours,

Orville L. Freeman

Attachments

N 0



and

MANPOWER PLANNING REPORT (Form AD-378)

C D E F

- 1. TITLE or DESIGNATION OF PROJECT: A brief identification of the improvement.
- PROJECT NO.: Agency initials and a number to be controlled by Agency.
 If project is included in present Management Improvement Project System,
 show MIPS project number.
- 3. CATEGORY: For Department use only.
- 4. REPORTING PERIOD: The quarter year or other period specified in special instructions.
- 5. PROJECT REPORT: Check applicable box.

ACCOMPLISHED THIS PERIOD: The improvement has been put into effect during the reporting period; benefits have been realized or will be realized in future quarters.

UPDATING OF PREVIOUSLY REPORTED ITEMS: Report updates previous information.

ACTION UNDERWAY OR PROPOSED: The improvement has been approved for the current or next fiscal year, and benefits have been estimated.

FINAL: The improvement has been in effect during the reporting period and in previous quarters, no additional benefits will be realized in any future quarter, also, check this item if project has been cancelled.

- 6. DESCRIPTION OF THE IMPROVEMENT SUITABLE FOR PUBLICATION: The text should present all essential information concisely and in a form which can be used, as written, in Department or Agency reports and publications. Use reverse of form or continuation sheets as necessary.
- 7. BENEFITS:

RECURRING: The improvement will result in benefits being continually realized over an extended period of time. (years)

NON-RECURRING: The improvement will result in the realization of benefits in only a limited number of quarters (usually four).

8. EMPLOYMENT: Data entered in this section are to be actual decreases or increases realized in previous quarters; actual savings and increases in the quarter covered by the report; and estimates of savings and increases anticipated in future quarters.

POSITIONS: The estimated or actual number of positions increased or eliminated during each quarter. (Precede increases with plus sign +, precede reductions with minus sign =).

MAN-YEARS: The estimated or actual reduction or increase in man-years for each quarter. (Precede increases with plus sign +, precede reductions with minus sign -).

- 9. EMPLOYMENT INCREASE AVOIDED: An increase is avoided if additional positions and/or man=years would have been required had the improvement not been initiated. Indicate N.A. if category is not applicable.
- 10. EMPLOYMENT TO BE:

REDUCED: Check box if personnel in the positions abolished have been or will be terminated and not diverted to other activities. This will have an impact on manpower ceilings for the unit.

APPLIED TO OTHER PURPOSE: Check box if personnel or man-years will be directed to other work. Identify specifically and explain.

11. FINANCIAL: Data are to be updated estimates or actual figures, if known, for this and previous quarters and estimates for future quarters.

FUNDS (PERSONAL SERVICES): The actual or estimated cost reductions resulting from employment decreases shown in No. 8.

FUNDS (OTHER): The actual or estimated cost reductions resulting from operational, program, or equipment improvements.

COSTS INCURRED: The actual or estimated costs of personnel increases and other expenses necessary to install the improvement in the reporting office. Fully explain this action and relate particularly to No. 16.

TOTALS: If costs have been incurred in installing the improvement, deduct from personal services and other savings.

- 12. COST INCREASE AVOIDED: An increase is avoided if additional funds would have been required had the improvement not been installed. Indicate N.A. if category is not applicable.
- 13. COST REDUCTION FUNDS TO BE

WITHDRAWN: Check box if funds will not be applied to any other work.

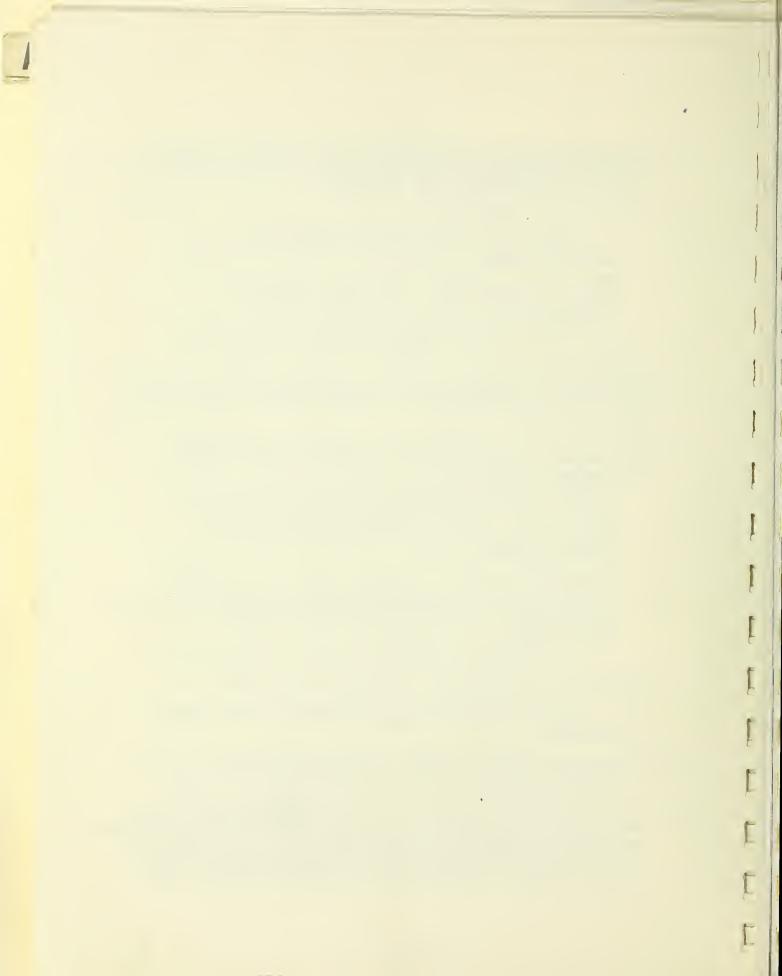
APPLIED TO OTHER PURPOSE: Check box if funds will be used to finance other work. Identify specifically and explain.

- 14. APPROPRIATION(s) OR FUND(s) INVOLVED: Make best identification possible.
- 15. METHOD USED TO DETERMINE SAVINGS: This item subject to validation; support data must be complete.
- 16. OTHER BENEFITS (Describe in detail): These benefits can be the only results of the improvement or additions to items reported elsewhere on the form.

IMPROVED SERVICES: These may be within or outside of the organization. Personnel or monetary reductions may or may not result. The improved service might justify an increase in costs.

INCREASED UTILIZATION: Improvement falls in this category if it results in better or more efficient use of personnel and/or equipment. Personnel or monetary reductions may or may not result. An increased cost might be justified in some instances.

- 17. ORGANIZATIONAL COMPONENT WHEREIN PROJECT APPLIES: Indicate if Department-wide, Agency-wide, a particular division, etc.
- 18. NAME OF CONTACT: The name of a person familiar with the details of the project.
- 19. SIGNATURE OF AUTHORIZED FERSON: The signature and title of a person authorized to approve the project for the Agency, and the date.
- 20-28. THESE ITEMS FOR OPTIONAL AGENCY USE: Entries on Page 2 of the form serve as the basis for summary reporting to Department level offices and for internal Agency control and documentation purposes, as necessary. If information on this page will assist in explaining the project at higher organizational levels (e.g. at the Departmental level) leave attached to Page 1. If not, detach and preserve in back-up files.



REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

1st QUARTERLY REPORT FOR FISCAL YEAR 1965 - SUBMITTED 9/18/64

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#ail@initter(Unit)	Previously	Unrep't	Previously	Report Ar	rtici- Total A	nticipated	Sav- Anticip	ated Saving	s for
	Anticipate	d Savings	pated Savings	for Same Pr	rojects ings fo	r Rep'd Pro	jects Report	ed Projects	
	1./ FY	1965	FY	1965 2/	FY	1965 3/	FY	1966	
Agen	cy Funds(\$)	Man Years	Funds(\$)	Man Years	Funds(\$)	Man Years	Funds(\$)	Man Years	
MA	S 94,405	9.90	85,780	24.10	180,185	34.00	228,935	32.70	
AR	S 1,999,449	55.45	122,990	eno	2,122,439	55.45	1,062,812	50.45	
AS	CS 256,100	34.90	13,521,484	316.40	13,777,584	351.30	14,211,272	388.60	
CE	A 1,216	.07	600	800	1,216	.07	&vi	800	
FH	A 41,495,379	eat.	119,797	èn	41,615,176	any .	873	€	
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TOTA	LS 59,960,274	298.93	14,030,251	340.50	73,990,525	639.43	36,071,719	594.00	

^{1/} Agencies not shown either had no new actions to report for the current quarter or projects submitted did not involve identifiable savings.

^{2/} Revised estimates in some instances.

^{3/} Total of columns 2 and 3.

^{4/} In addition to figures shown in columns 2. and 4., the Forest Service reported a savings of \$47,800,000 attributable to decreased resourse loss values and fire suppression costs for FY 1962, 1963, and 1964.



AGENCY:

. U. S. DEPARTMENT OF AGRICULTURE

Agricultural Marketing Service
REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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ACTIONS TAKEN DIDING ONADTED	FY 196)	FY 1960)	Hecim	ering	2	st	_	ease	PROPOGED TICE OF CASTANCE
ACTIONS TAKEN DURING QUARTER	Funds	Man	Funds	Man				on		ided	PROPOSED USE OF SAVINGS
	\$ ·	Yrs	\$		Yes	No	Yes				·
1. Closing of N.Y.District Field	13.000	1	24,000	2	X	240	X	210	N	CONTRACTOR OF THE PERSON OF TH	Savings will go toward
Office, Fresh Products Standardiza		1	24,000	2	^		X:		. 14	II.	absorbing recent pay
and Inspection Branch: Functions of		·									raise cost and will
this Office will be merged with the	1		,					-			assist in keeping fact to
of the Hdgrs. Branch Office in	GSE										users of the service at a
Washington, D.C.											minipum.
2. Steamship Line Billing:	8,600	1.9	10,800	2.5	×		×	Ì	N	A	Savings resulting from
Meat graders in New York area perf		22.00	and good				"				improved operations are
quantity of acceptance work for th											reflected in the hourly
steamship lines. In the past, cer											rate charged for the
for this service have been typed b	clerical										service.
personnel and a separate bill issu											
ship loaded. Effective Aug. 1 thi											
was discontinued and steamship lin	es are bill	ed .	·								
same as other users of service.	, , , , , ,	27.0	000					1	l at		Company
3. Closing of Suboffice in New Yor		NA	900	NA _.	×		х		, N	A	Same statement as immediately above.
Suboffice was closed due to change in meat marketing practices in N.Y			-								Immediately above.
4. Issuance Distribution Cost					-						
Reduction Study: This study was ma	de to				ļ	Ì				-	
determine the possibility of	1,040	NA	1,040	NA	×		x	-	N	Α	Funds used to offset cost
savings in the distribution of								-			of anticipated increase
issuances by adjusting the size of											in printing and distribu-
the envelope to the size of the					İ	ľ					tion workload.
issuance and by using a self-maili	rg		-								
technique for single copies. Dis-											
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tribution is now being made in											
(See Page 2)					l		1.	.	•.		



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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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	FY 1965	APPROXIMATION AND DESCRIPTION OF	FY 1966	Make the second or second or being	Recu	ruing		ost	Cost	and the same of th
ACTIONS TAKEN DURING QUARTER			4	Y	The state of the s	AREA TO COMPANY	1	luc-	Increa	se PROPOSED USE OF SAVING
	Funds	Man	Funds	Man			ti	ion	Avoid	· ·
	\$	Yrs	\$	Yrs	Yes	No	Yes	No.	Yes M	0
accordance with the results of the										
study for jobs done in the Departmen	t's							'		
printing plant.										
				-						
UPDATING OF PREVIOUSLY REPORTED ITEM										
1. Reassignment of Clerical Work	1,200		18,380	3.0	X		X		NA	Activity is supported by
from National to Area Offices:	- ,	2 /								fees collected for the
Certain responsibilities for the	1/	1/		·						service which are deposite
preparation, maintenance, and review of program records of the Dairy										in a trust fund. Any
Division were reassigned to field			0.							efficiency tends to reduce the cost of the service.
offices.										the cost of the dervice.
2. Investigating Minor Complaints	2/	NA	10,000	NA	×		x		N A	Savings will be used to
under the Packers and Stockyards										carry out a portion of
Act by Mail and Telephone: This					ŀ					the backlog of assigned
involves such complaints as failure	·	-		,	f				1	responsibilities.
to pay for livestock and presenting										
insufficient fund checks. These are		14		1						
austerity measures and some loss of			-		-					
efficiency and effectiveness is to										
be expected. Personal contact is mo	re							-		8.1
effective.	-									
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	FY 196		FY 196		Recun			st		st	·
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	Funds	Man	Funds	Man				.on		ided	·
EPPOPER CONTINUE STATE OF THE CONTINUE STATE OF THE STATE	S	Yrs	S	Yrs	Yes	Ho	Yes	No.	Yes	No	
3. U.S. Warehouse Act Branch Financial Statement Analysis and Control: In the past, financial statements have been required of licensed warehousemen on a semi- annual basis, and more frequently where deemed necessary. An improve system for analyzing financial statements has been put into operat 4. Study of Encumbered Time of Tobacco Inspectors: A policy to reduce periods of employment to more closely coincide with tobacco marketing seasons has been adopted.	3/ ion. 19,000	3/	12,600	3.0	x		x		И	A	A weakening of other aspects of the work of the Branch was avoided. Funds saved were reflected by omission from requirements for Fi 1985 Dollars savings were reflected in estimates of operating costs. Same situation in FY 1966. Since the marketing service appropriation for this activity is supplemented each year by advances from CCC, savings which are made will reduce the amount of funds which (con't Page 4)
	for FY	1965.									



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REPORT ON COST-SAVING ACTIONS USDER EVREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

/x/ 1st // 2nd // 3rd // 4th

ACTIONS TAKEN DURING QUARTER Y												
ACTIONS TAKEN DURING QUARTER Funds \$ Yxs Funds Yxs Yx									JRE (AZ EC	VINGS	
Funds Survey Servision of Accountable Forms Control: The accountability system for pre-numbered forms and certificates for the Poultry Division has been redesigned to place accountability at the usage level. 4/ Savings shown represent at addition to the \$15,000 and 8.0		FY 1965		FY 1956		Recurring		Cost		Cost		
\$ Yxs \$ Yxs Xs	ACTIONS TAKEN DURING QUARTER			,	1			Rec	luc-	Incr	ease	PROPOSED USE OF SAVINGS
Solution of Accountable Forms Control: The accountability system for pre-numbered forms and certificates for the Poultry Division has been redesigned to place accountability at the usage level. 4/ Savings shown represent an addition to the \$15,000 and 8.0			Man	Funds	Man		Š					
5. Revision of Accountable Forms Control: The accountability system for pre-numbered forms and certificates for the Poultry Division has been redesigned to place accountability at the usage level. 4/ Savings shown represent an addition to the \$15,000 and 8.0		\$	Yrs	\$	Yrs	Yes	Ho	Yes	No.	Yes	Mo	
5. Revision of Accountable Forms Control: The accountability system for pre-numbered forms and certificates for the Poultry Division has been redesigned to place accountability at the usage level. 4/ Savings shown represent an addition to the \$15,000 and 8.0												actually need to be
Solution of Accountable Forms Control: The accountability system for pro-numbered forms and certificates for the Poultry Division has been redesigned to place accountability at the usage level. 4/ Savings shown represent an addition to the \$15,000 and 8.0												advanced from CCC for the
Control: The accountability system for pre-numbered forms and certificates for the Poultry Division has been redesigned to place accountability at the usage level. 4/ Savings shown represent an addition to the \$15,000 and 8.0		į.										
for pre-numbered forms and certificates for the Poultry Division has been redesigned to place accountability at the usage level. 4/ Savings shown represent an addition to the \$15,000 and 8.0	5. Revision of Accountable Forms			15,620	3.0	· x		X		N	Α	Savings will be applied
for pre-numbered forms and certificates for the Poultry Division has been redesigned to place accountability at the usage level. 4/ Savings shown represent an addition to the \$15,000 and 8.0	Control: The accountability system	4/	4/	·								to expanding workload
Division has been redesigned to place accountability at the usage level. 4/ Savings shown represent an addition to the \$15,000 and 8.0		6 0554						-				under this fee supported
place accountability at the usage level. 4/ Savings shown represent an addition to the \$15,000 and 8.0												program.
level. 4/ Savings shown represent an addition to the \$15,000 and 8.0	Division has been redesigned to									-		
4/ Savings shown represent an addition to the \$15,000 and 8.0	place accountability at the usage											
4/ Savings shown represent at addition to the \$15,000 and 8.0 man years previously reported for FY 1966.	level.											
4/ Savings shown represent an addition to the \$15,000 and 8.0 man years previously reported for FY 1968.												
4/ Savings shown represent at addition to the \$15,000 and 8.0 man years previously reported for FY 1960.												·
4/ Savings shown represent at addition to the \$15,000 and 8.0 man years previously reported for FY 1968.												·
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4/ Savings shown represent an addition to the \$15,000 and 8.0 man years previously reported for FY 1965.												*
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4/ Savings shown represent at addition to the \$15,000 and 8.0 man years previously reported for FY 1968.						10 7						·
man years previously reported for FY 1965.		4/ S	avings	shown repr	sent a	add:	tion	to	he	\$15.	000 an	d 8.0
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A DESCRIPTION OF THE PROPERTY	REPORT ON	COST-SAVING	ACTIONS	UNDER	BUREAU	OF	THE	BUDGET	CIRCULAR	NO.	A-64
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	FY 1965		FY 1966		Recurring		[] Cost		Cost		
ACTIONS TAKEN DURING QUARTER			1					Reduc-			PROPOSED USE OF SAVINGS
	Funds	Man	Funds	Man				on		ided	
©™™ika niriiqaadiittiiaapadii 1 toonii 1 ilganiida sa yyymmaadiinii yoka hiiliidaa iliitaa kanii ilganii yoka	\$	Yrs	\$	Yrs	Yes	No	Yes	No.	Yes	No	
6. Simplification of Licensing Procedures: The issuance and accountability of licenses for limite licensees has been transferred to the plant level. Prior to this action,		5/	5016	1.0	54		x		N	A	To finance increased administrative work-load under the fee supported page and
license was issued by the area office request from the poultry grader-in-chat the plant level. 7. Limiting Validity of License Cards	upon arge	6/	500	0.1	×				И	A.	Savings will be re-
Stamping the expiration date on certalicenses issued under the dairy inspection and grading program makes it unnecessary to recall and account for the cards.		60K2							1. 9		directed to other clerical work
8. Simplification of Grading Certificates for Re-inspection of CCC-owned Dairy Products: The Inspection & Grad Branch, Dairy Division, performs 90-d	ing ay iny the same do The	2.2	7,000	0.7	: X		X		, N	Α	Program is supported by fees collected for the service. Funds involved are trustfunds and savings would reduce the total cost of administering the program.
simplified considerably.	wds		avings sho 1.0 man y nly a man	ars pr	evious	ly r	epor	ed :	for E	Y 196	00 and 5. reported for FY 1965.



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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

Manufacture / a		AND EXEMPLE		# arrection rate		GIII-GUUSINING	
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		A 2777 m	GIDAMED CAT	TATOG	~	and the second second	BY A POVE	DE 07	O 4 28 27 2 3	20
	FY 1965		CIPATED SAV FY 1966		Recu	292 & 87 CV	Cos		SAVIN	35
ACTIONS TAKEN DURING QUARTER	11 1703		11 200	-	15 % to Car 2.15.	la dia singlisha ing penjangan pelalah penjangan pelalah	7	- 1	ncreas	PROPOSED USE OF SAVINGS
	Funds	Man	Funds	Man			tio		Avoide	
	\$	Yrs	\$	Yrs	Yes	No	Yes	NoX	es No	
9. Processing Certificates and Issuing Bills by ADP: The processin of meat grading certificates, billi accounts and crediting payments will be removed from the 20 field office where this is currently being done moved to a central office in Evanst Illinois, where the operation will	ng s and on ,	0.6	23,600	5.0	х				A	Fees are charged users of this service. Savings are reflected in the howely rate charged for the service.
put on a 1401 computer. 10. Consolidation of State Offices and Equalization of Workload: The Grading branch of Poultry Divs, threconsolidation with other offices, closed State offices of both No. and So. Dakota. This action released two supervisory employees for reassment to existing vacancies. Also, sof Mo. was consolidated with Des Mo. Area. This action equalized workload. This action equalized workload of Ch.	25436 7/ ough gn- state nes	0.4	23 _{\$} 436	2.h	х		X	-	n A	Savings will be used to increase program and program training under this fee supported program.
11. Transfer of Cotton Standardization Work to the Field: The transfer of a standardization work from Washington to liemphis, Tenn. was completed. The work can be accomplished more efficients.	n33,843 octon , D.C. 8/ is ently	8/	61°nt3	9.0	x		ж		АИ	To offset cost of necessary program expansion.
in an area close to the cotton trade			and 2.0 ma	n years	prev	iousl	y rep	orte	d for 1	tc the \$21,000 1965 tc the \$5,000 and
		0/	9.0 man ye							



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	REFORT ON	COST-SAVING	AULINS	UNDER BU	IRRAH US	19.1	三世 初いじ 王	CLEVILLAR	MO.	A=04
	FIRE ARTHUR TO THE ACTOR OF THE CASE	CALL STREET, S	MANUAL PROPERTY.	The second secon	THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.	part of the second	PT FOR REAL TRANSPORTED PROTES	ALL SPITCHES AND	CHARLE TO SELECT	Percentagement

1st / 2nd / 3rd / across	4th			-
Bird Salah Annah Birda senggan Aft Sano on 1857 E. resta Birdan member Aft San Fred State of Salah separate mat total fred angas son en	A FY 1965	NTICTPATED SAVINGS FY 1966	NATURE OF SAVINGS RECEIVED Cost Cost	
ACTIONS TAKEN DURING QUARTER	Funds Mar \$ Yr	n Funds Man	Reduc- Increase tion Avoided Yes No Yes No Yes Mo	PROPOSED USE OF SAVING
Total:	94,405 9.			
	TOTAL			
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U. S. DEPARTMENT OF AGRICULTURE

Agricultural Research Service
REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

KAPIMENOR		Briston, Inc	Schweiser.		descriptions		GENERAL PROPERTY	
χ/	lst		_	2nd	/	3rd	/	4th

			CIPATED SAY				Appropriate to the con-	JRE (OF SA	VINGS	
	FY 1965	5	FY 1966))	Recu	rring	í	st	Co		
ACTIONS TAKEN DURING QUARTER							1	- 1	Incr		PROPOSED USE OF SAVINGS
	Funds	Man	Funds	Man			distribution property.	CONTRACT MANAGE.	Avo	THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.	
MATERIAL STREET, CONTROL OF THE CONT	\$ 	Yrs	\$	Yrs	Yes	The state of the s	Yes	No	Yes	No	allit affice six of the compatibility medical of method company for the company company company company and company co
Less of Excess Personal Property access property is being used to the ullest extent possible in the urtherance and accomplishment of esearch and regulatory programs. It is resorted to in lieu of new property also to fill unforce equirements not otherwise budgeted for, and in the case of research particularly, for equipment and materials for improving or acceleratesearch work projects or methods, such as the upgrading of equipment units in better condition or of more	ocurement seen ling	NA	600	АИ	х		X		×		Applied to operating costs for research, regulatory, and control programs.
nodern design and utility. 2. Increased Efficiency in Conducticated in Co		1/ Es	428,590	lst qu	x	only			х		These savings represent funds that would have bee required if the improve-ments had not been installed.



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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

environment of the second	#FEET STATES IN	GTUTTERSTOTTEN	CONTRACTOR MINISTER
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			CIPATED SAY	STATE OF THE PARTY OF THE PARTY.	JUNES SEPTEMBER SEMPSZERINE	The constant of the second	NATU	RE C	F SA	VINGS	
	FY 1965		FY 1960		Rocus	ring	Co			នដ	
ACTIONS TAKEN DURING QUARTER			*				Red	uc-		ease	PROPOSED USE OF SAVENGS
	Funds	Man	Funds	Man				on [PERSONAL PROPERTY.	ided	
#P####################################	\$	Yrs	\$	Yrs	Yes	No	Yes	No	Yes	. No	A CONTROL OF THE PROPERTY OF T
3. Change in Insecticide Recommendations for Cereal Leaf Beetle Control in Michigan, Indiana, and Ohio: Tests with various formulations and improvements in techniques for applying insecticides permitted the use of a much smaller rate of application and reduced costs significantly.	#wence	2/		63	X				x		Savings represent funds that would have been 'required if the new system had not been installed.
4. Better Utilization of Manpwr. Thr Prior Approval of Cattle Slaughterin Facilities: Plants contemplating an interstate business or transactions with a governmental agency must apply and receive a grant of Federal meat inspection. At time of reviewo	150,570	21	150,570	21	7			y et cyben y hurszinisztytésinen es spielektyretetek spellet spellet settektytetetetet spellet stage etg	X		Savings replesent fords that would have been required if the system was not in effect
the application, the slaughtering facilities are modified or redesigners that inspection positions can be consolidated at varying rates of slaughter in order to efficiently use manpower.	2			-					,		
5. Improvements in Harbicide Evaluation Work: Adoption and use of logarithmic spraying technique to apply new chemicals for evaluation as potential selective herbicides has markedly increased the efficiency of scientists engaged in herbicide	50,000	2	50,000 2/Figures a	2 re for	x lst o	uarte	r of	FY	x 1965	only	Savings represent funds that would have been required if the new system had not been installed.
evaluation work.	I.								1,		



Page 3 (ARS)

U. S. DEPARTMENT OF AGRICULTURE

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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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	·		CIPATED SAV	INGS							
	FY 1965	5	FY 1966		Recur	rring	4		Į.	st	
ACTIONS TAKEN DURING QUARTER			** 1							ease	PROPOSED USE OF SAVINGS
	Funds	Man	Funds	Man	\$7.5.5	27 -	tio	AND RESIDENCE OF	THE RESIDENCE AND ADDRESS OF THE PARTY OF TH	ided	
	\$	Yrs	\$	Approximate Sent April, 2000	Yes	No	Yes	No	Yes	. No	Market Ma
6. Use of Continuous Analog Techniques to Facilitate Research	44,000	6	44,000	6	х		×		х		To expand soils work which
and Reduce Costs: A use of contin											can be conducted by the
analog techniques has been develo											present group of engineers.
at the National Tillage Machinery											
Laboratory which utilizes analog											
computer, X-Y recorder and multi-					-						
channel tape recorder and oscill-											
ograph equipment to speed up till											
and traction research by providing	8										
much more information per test an											
by recording data and making com-											
putations while tests are in prog											
7. More Efficient Operation of	36,000	6	36,000	6	Х				X		Savings represent costs that
Wheat Breeding Nurseries: Breeding	1										would have been incurred if
and genetic research on wheat	1.3										the improvements had not bee
requires conducting extensive fietrials with the rate of progress	ια						1 1				installed.
being limited by number of plots					1		1 1				
that can be handled by available							1 1				
personnel. Through constant effor	nt.						1 1				
various machines have been develor											
and many of the operations mechani											
8. Use of Mathematical Simulation	25,000	1.5	25,000	1.5	x	}			x		do do
and Computer Analysis in Research											
on the Commercial Drying of Grain											
Mahematical simulation and compute	ar	1									
analysis are being used to make											
(See page 4)											



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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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Mark think the season of the Continues and C		ANTICIPATED SAVINGS NATURE OF SA							VINGS		
	FY 1965	5	FY 1960	5	Recu	ruing	Co	ost	Co	8t	
ACTIONS TAKEN DURING QUARTER							Rec	luc-	Incr	ease	PROPOSED USE OF SAVINGS
	Funds	Man	Funds	Man			t:	ion	Avo	ided	
	\$	Yrs	\$	Yrs	Yes	No	Yes	No.	Yes	No	
basic comparisons of the advantages											
and limitations of three prime meth	ds ==										
crossflow, counterflow, and concurre	nt										
flow of exposing grain to the						l					
drying air.											
9. Discontinuance of Research on	20,000	1.25	20,000	1.25	x		X				Funds saved were redirect-
Irradiation of Fresh Fruits and											ed to research on storage
Vegetables: It has been determined											problems of grapes and
that there appears to be no likeli-					ł						olums.
hood in the near future of commercia	1							-		-	
application of this method of pre-							1				
serving fresh fruits and vegetables	· .										
Further research with fresh fruits			·		1						
and vegetables does not seem worth-		·									·
while until commercial irradiation					l.						
facilities are available in producti	on				ľ	1			,		
areas.											
10. Transfer of Administrative	16,820	2	16,820	2	×		Х				Funds withdrawn
Mangement Personnel from the	·		-		- '						
Agricultural Marketing Service to AF	S:					1					
Only 1 of 3 positions transferred						-					
will be filled. This resulted from					-			-			
a re-distribution of work.				į	l						
11. Reorganization of Engineering	13,308	4	16,400	4	х		х				Savings will be applied to
and Plant Management, National	• •										professional and/or
Animal Disease Laboratory:	·									-	subprofessional research
(See page 5)					1						effort.
(000 bage 0)											
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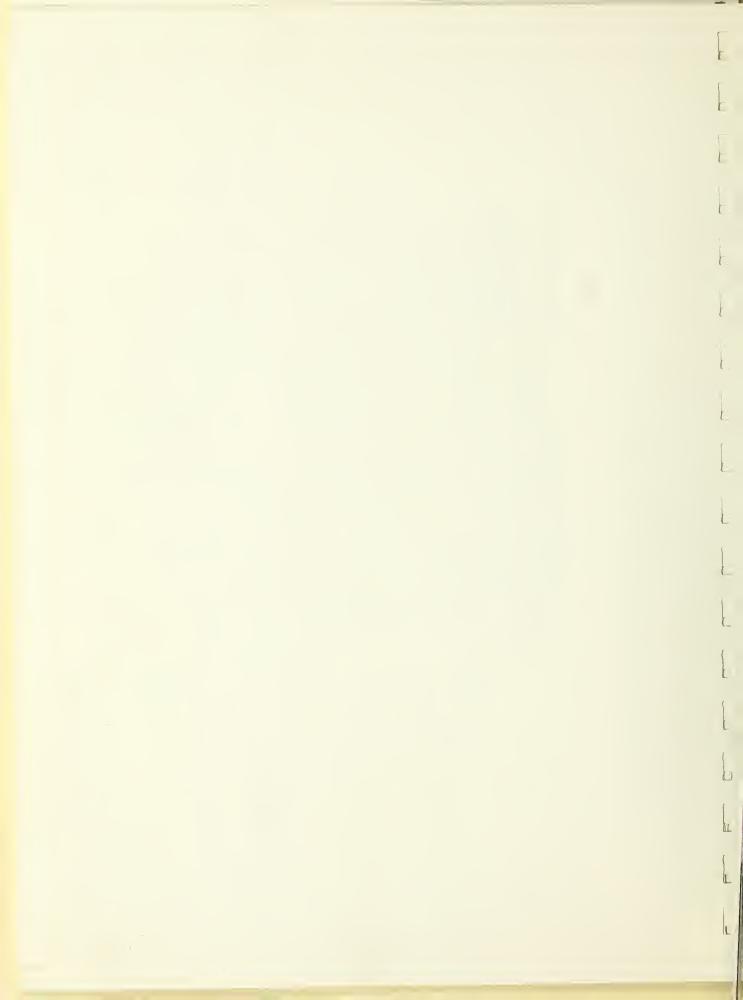
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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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	777 1007		CIPATED SAY		Recurring		Character Committee Commit	CARTACONAMIC STREET	- Infraferential Automotive	VINGS	}
ACETORIC MARKET DUDTER ON THE	FY 1965)	FY 1960		Mecin	TANG	Co		Co		PROPOGED HER OF CLUTTERS
ACTIONS TAKEN DURING QUARTER	Fundo	Man	Funds	Man					Incr	ease ided	PROPOSED USE OF SAVINGS
	Funds \$	Man	\$ \$	Man Yrs	Yes	230	White was a second	on	ASSESSMENT OF STREET	THE RESERVE OF THE PARTY OF THE	
White any water and the paper with the contract of the contrac	The same of the same of the same of	Yrs		ILB	res	Ho	Yes	HO	Yes	NO	
A reorganization according to funct.	on					· ·					
(electrical, carpentry, operating	5		·					-			1
engineer, welding, etc.) and job											
classification audit was accomplished											
simultaneously. Maintenance and wor											
order (remodeling, minor construction	n,						-				
etc.) requirements were analyzed to											
arrive at future manpower needs for				-							
effectively maintaining plant and	-			+							
facilities to support research											
functions.		•									-
12. Improved Efficiencies in Determi											
ing Glyceride Composition and	14,100	2	14,100	2	X				X		Savings represent man-
Structure of Fats: Improvements in			·								power that will not have
several basic techniques produced					,				,		to be hired.
this saving.					ľ				ľ		
13. Plant Disease "Screening" and	13,000	€0	13,000	60	Х				Х		Personnel are enabled to
Diagnostic Improvement: A controlled					-						increase research output
technique has been developed for	·										with present resources.
simultaneously "screening" breeding											·
lines of tomato for reaction to thre	е .					·		-			
diseases formerly tested separately	10					-				-	
in consecutive tests.	*										
14. Consolidation of Entomology	13,000	an es	13,000	to en	x				X		Savings represent man-
Research Activities in No. Dakota:	٠.										power and equipment costs
The wheat stem sawfly research proje	ct										avoided.
was consolidated with the Metabolism		1.0		1	1						
and /Research Laboratory.			٠ -								
Radiation			et _n								
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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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		mail of the contribution	-	AND DESCRIPTION OF THE PERSON	Contribution .

ACTIONS TAKEN DURING QUARTER ACTIONS TAKEN DURING QUARTER Fy 1955 Fy 1956 Recurring Cost Cost Increase tion Avoided Yes No			A 3 7 P. 7	OTTO A MIND OF A	272200	_		1 > > 4 0000	975. 979	271 64	********	and the same of th
ACTIONS TAKEN DURING QUARTER Funds		TN2 1061		THE RESIDENCE OF THE PARTY OF T	CONTRACTOR ENGINEERING CONTRACTOR	Boom	Company of the Compan	The second section is not the	CONTRACTOR OF THE PARTY OF	The second second		
Funds & Man & Funds & Man yrs & Yes & Mo Yes & No Yes & N	ACTIONS TAKEN DIDING ONADEED	F1 1903)	FY 1900	3	MGCE	LE BALLS	2				PROPOSED HER OF CANTINGS
\$ Yrs \$ Yrs Yes No 15. Acquisition and Utilization of 10,000 Existing Computer Program: A program already developed by a private company was secured at no cost to the Government. 16. Use of Standard Job Descriptions: These were developed in lieu of individual descriptions wherever possible. 17. Development of a Technique for Employing a Computer to Calculate Analytical Results: A digitizing system was designed which converts the millivoltage output of the three photocells of an automatic amino acid analyzer to IBM coded tape. 18. Change in Maintaining Salary Cost Records: Salary cost records and obligation records for salary expenditures were maintained by 15 field stations. Beginning July 1, 1964 these records were centralized 19. Reduction of Personnel Paperwork: 4,172 Project was concerned with the over all economy of operating practices and procedures as employed by the	ACTIONS TAKEN DUKING QUARTER	Funda	Man	Funda	Man							PROPOSED USE OF SAVINGS
15. Acquisition and Utilization of 10,000 Existing Computer Program: A program already developed by a private company Was secured at no cost to the Government. 16. Use of Standard Job Descriptions: These were developed in lieu of individual descriptions wherever possible. 17. Development of a Technique for Employing a Computer to Calculate Analytical Results: A digitizing system was designed which converts the millivoltage output of the three photocells of an automatic amino acid analyzer to IBM coded tape. 18. Change in Maintaining Salary cost Records: Salary cost records and obligation records for salary expenditures were maintained by 15 field stations. Beginning July 1, 1964 these records were centralized. 19. Reduction of Personnel Paperwork: 4,172 Project was concerned with the overall economy of operating practices and procedures as employed by the						Voc	230	Witness Company	CONTRACTOR OF	THE WOOD STORES	Transcruptura et al. (C)	
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16. Use of Standard Job Descriptions: These were developed in lieu of individual descriptions wherever possible. 17. Development of a Technique for Employing a Computer to Calculate Analytical Results: A digitizing system was designed which converts the millivoltage output of the three photocells of an automatic amino acid analyzer to IBM coded tabe. 18. Change in Maintaining Salary Cost Records: Salary cost records and obligation records for salary expenditures were maintained by 15 field stations. Beginning July 1, 1964 these records were centralized 19. Reduction of Personnel Paperwork: 4,172 Project was concerned with the overall concerns and procedures as employed by the												develop the program.
These were developed in lieu of individual descriptions wherever possible. 7,360 1.6 7,360 1.6 x x x x Savings from this project enabled the units involved to avoid hiring temporary clerical personnel. 7,050 1												
individual descriptions wherever possible. 17. Development of a Technique for Employing a Computer to Calculate Analytical Results: A digitizing system was designed which converts the millivoltage output of the three photocells of an automatic amino acid analyzer to IBM coded tabe. 18. Change in Maintaining Salary Cost records and obligation records for salary expenditures were maintained by 15 field stations. Beginning July 1, 1964 these records were centralized 19. Reduction of Personnel Paperwork: 4,172 19. Reduction of Personnel Paperwork: 4,172 10.5 4,172 10.5 x x x enabled the units involved to avoid hiring temporary clerical personnel. 2				# 666	5 0				-			
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system was designed which converts the millivoltage output of the three photocells of an automatic amino acid analyzer to IBM coded tape. 18. Change in Maintaining Salary Cost Records: Salary cost records and obligation records for salary expenditures were maintained by 15 field stations. Beginning July 1, 1964 these records were centralized 19. Reduction of Personnel Paperwork: 4,172 Project was concerned with the over- all economy of operating practices and procedures as employed by the Second Salary 6,750 1.6 6,750 1.6 8 8 8 8 8 8 8 8 8 8 8 8 8	The state of the s					ž.						chemist was avoided.
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three photocells of an automatic amino acid analyzer to IBM coded table. 18. Change in Maintaining Salary Cost Records: Salary cost records and obligation records for salary expenditures were maintained by 15 field stations. Beginning July 1, 1964 these records were centralized 19. Reduction of Personnel Paperwork: 4,172 Project was concerned with the overall economy of operating practices and procedures as employed by the					-							
amino acid analyzer to IBM coded tape. 18. Change in Maintaining Salary 6,750 6,750 1.6 6,750 1.6 x Resources saved were diverted from administrative to research work. Expenditures were maintained by 15 field stations. Beginning July 1, 1964 these records were centralized 19. Reduction of Personnel Paperwork: 4,172 0.5 4,172 0.5 x Nonies related to the cost reduction item were withdrawn.						:						
18. Change in Maintaining Salary Cost Records: Salary cost records and obligation records for salary expenditures were maintained by 15 field stations. Beginning July 1, 1964 these records were centralized 19. Reduction of Personnel Paperwork: 4,172 Project was concerned with the overall economy of operating practices and procedures as employed by the 1.6 6,750 1.6 x x Resources saved were diverted from administrative to research work. Nonies related to the cost reduction item were withdrawn.						ļ,				,	:	
Cost Records: Salary cost records and obligation records for salary expenditures were maintained by 15 field stations. Beginning July 1, 1964 these records were centralized 19. Reduction of Personnel Paperwork: 4,172 Project was concerned with the overlal economy of operating practices and procedures as employed by the		1			1.0						ĺ	
and obligation records for salary expenditures were maintained by 15 field stations. Beginning July 1, 1964 these records were centralized 19. Reduction of Personnel Paperwork: 4,172 Project was concerned with the overall economy of operating practices and procedures as employed by the		6,750	1.6	6,750	7.0	×		X	-		ł	
expenditures were maintained by 15 field stations. Beginning July 1, 1964 these records were centralized 19. Reduction of Personnel Paperwork: 4,172 Project was concerned with the over- all economy of operating practices and procedures as employed by the			-			-						
field stations. Beginning July 1, 1964 these records were centralized 19. Reduction of Personnel Paperwork: 4,172 O.5 4,172 X Monies related to the cost reduction item were all economy of operating practices and procedures as employed by the											- 1	tive to research work.
1964 these records were centralized 19. Reduction of Personnel Paperwork: 4,172 19. The project was concerned with the overlable concerned w			-			İ						
19. Reduction of Personnel Paperwork: 4,172 0.5 4,172 0.5 x x Monies related to the Project was concerned with the overall economy of operating practices and procedures as employed by the		-										
Project was concerned with the overall cost reduction item were all economy of operating practices and procedures as employed by the			0.5	11 370	0.5							Manian malamad to the
all economy of operating practices and procedures as employed by the			0.5	491/2	. 0.5.	^				X		
and procedures as employed by the												
												ATCHOLGANI
Personnel Division of ARS.												8
	Personnel Division of ARS.											
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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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Security Sec	·	*1 .					-			
			CIPATED SAY						AVINGS	
	FY 1965		FY 1966)	Recus	riles	Cos		ost	
ACTIONS TAKEN DURING QUARTER	Street de	3600	Thursday	Man					rease	PROPOSED USE OF SAVING
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	tio Yes			
FIRE ARREST AND STREET ALIGNES.		TTO	- Yana	1. 1. C	168		103	MOSIC.	100	
UPDATING OF PREVIOUSLY REPORTED										
ITEMS: More Efficient Water Transportation	77,010	,	200 000							Ti
at Plum Island Animal Disease	77,010	60	200,000	80	Х		Х			Funds saved will be
Laboratory: Purchase of two chartere	1 3/									applied to research work at the Laboratory and for
vessels resulted in the elimination	500									support costs thereof.
of charter fees and thereby reduced										orban concentration
the cost of water transportation										· ·
for approximately 350 ARS employees				-						· ·
and supplies and materials between			- '							
Orient Point, Long Island, New York,						ł				
and the Plum Island Animal Disease Laboratory.										
Baboracory .										
Totals	1,999,449	55-45	1,062,812	50.45						
pusersubsections/puscions	2,5335.13	30010	1,000	, 000,0	i i	ļ		1	1	
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		3/ Thi	s is in add	TITION .	10 \$12	2,990	prev.	iously	estim	ated as the
		S	aving for H	1 1905	ın a	previ	bus r	eport.		1
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AGENCY:

U. S. DEPARTMENT OF AGRICULTURE

Agric. Stabilization and Conservation Service

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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		ANTI	CIPATED SAY	INGS			NATU	JRE C	DF SA	VINGS	The second secon
	FY 1965		FY 1960		Recu	rring		ost	-	st	
ACTIONS TAKEN DURING QUARTER			*.				Rec	luc-		ease	PROPOSED USE OF SAVINGS
	Funds	Man	Funds	Man			THE RESERVE OF	on	With the second second	ided	-
Comments of the control of the contr	\$	Yrs	\$	Yrs	Yes	CH	Yes	No.	Yes	No	
UPDATING OF PREVIOUSLY REPORTED		•									
ITEMS:		1 *									
1. Productivity Increases in	1/	1/	1,192,000	218.6	×		Х	-	N		Amounts not required are
Commodity Offices: Productivity in			1/	1/							returned to parent fund
ASCS Commodity Offices has improved			===	=/							(CCC Capital Fund)
consistently for the past several											
years. The following are examples											
of projects which are expected to				-							
contribute to increased productivities. The Evanston Office has conver											
its miscellaneous accounting syst											
to magnetic tape.	. em			·							
b. The Kansas City Office has en	remed										·
into a cooperative agreement with			-								
State of Washington to use the la											
warehouse examination reports.				1	ž				+		· ·
c. The New Orleans Commodity Off:	ce					l					
has eliminated a detail loan regis			-		Ī	l					
of cotton acquired and made other		-									
improvements.											
d. Minneapolis Office installed									-		
mechanical system (Univac 1004)	for				1						-
paying warehouse charges.											
The management improvements are bar	sed				1						
on increases in number of work uni		,				-					
are processed per man-year (produc						-					
continuing benefits derived from the	he reorgani	zation		1	-						
(con't Page 2)					_						
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AGENCY:

U. S. DEPARTMENT OF AGRICULTURE

Agric. Stabilization and Conservation Service

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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		ANTI	CIPATED SAY	VINGS			NATURE	OF SA	VINGS		
	FY 1965		FY 1966	5	Recu	rring	Cost	Co	st		
ACTIONS TAKEN DURING QUARTER			1				Reduc-	Incr	ease	PROPOSED USE (F SAVING
	Funds	Man	Funds	Man			tion	Avo	ided		
	\$	Yrs	\$	Yrs	Yes	Ho	Yes No	Yes	No		
of ASCS in which 5 grain offices we consolidated into two, management surveys conducted in fiscal year 1964 and planned for fiscal year 1965, increased utilization of mechanized work processes, etc.	re	den a sea y allocation									
	7 / 4	•		ė1 100		and 1	00 5 ma		200	evpected as the	
	resul for F year achie inclu estim	t of the Y 1966 initial ved. I ded a mated acceptant to the control of the contro	nis item. based upon lly allocat The previou	This is compared rate sly rephe \$5,"	a reisons s wer	vised of m e use savi O fis	estima an year d rathe ngs for cal yea	te fo s and r tha fisc r 196	funds the al yea	expected as the 965 and an estim required if pri rates expected tr 1965 of \$7,002 and \$1,300,00 arrent estimate	ate or o be ,000
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ASCS (COD'T)	REPORT	ON	COST-SAVING	ACTIONS	UNDER	BUREAU	OF	THE	BUDGET	CIRCULAR	NO.	A-64
	Contract of the latest of the	District Control		the same of the sa		THE RESERVE OF THE PERSON NAMED IN				the second second second		-

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ANTICIPATED SAVINGS NATURE OF SAVINGS											
	FY 196		FY 196	The second second second	Recim	rring		st		st	and the second s
ACTIONS TAKEN DURING QUARTER	17 170			Ÿ		-3700	9		Incr		PROPOSED USE OF SAVINGS
	Funds	Man	Funds	Man				on		ided	
	\$	Yrs	\$	Yrs	Yes	No	Yes	No	Yes	No	
2. Increased Productivity of				Ì							
County Offices: Productivity at	2/	2/	575,472	114	х		х		x		The FY 1965 reduction
the County Office level is estimat	eđ			(non-	-						will be applied to off-
to increase .5% and 1.0% in fiscal			. 2/	ederal							set \$14,000,000 to
years 1965 and 1966, respectively,			-	0/		-					\$30,000,000 in fund
over fiscal year 1964. This refle		-		2/			. 1				reductions for increased
anticipated increased efficiency in										1	costs such as a reduction
the county offices and more effect			-		j						of \$12,000,000 for
assistance from the State and Depa											compliance, a Congress-
mental offices. Some specific exa	mbles										ional cut of \$9,000,000
of improved efficiency are:											etc. The reduction in
a. Use of farm cutouts from aeri	1	-		-							FY 1966 is reflected in
photographs to check compliance.											the estimates.
b. Review of position classifica						l					_
and of job assignments in county											
c. Elimination of farm visits to	1				ŀ	1			'		
rice acreage by photographing th	e ilooged										
fields with infra red film.											*
d. Establishment of personnel ce											
e. Use of the unit rate system f	or										
performance checking.						0					·
f. Redesignation of community b	1										· ·
to conform to changing patterns	of rural III	e.				1					\$
g. Premeasurement of fields.	lauinment.	1									
h. Installation of labor saving						-					
i. Simplification of procedures		2/	Anticipate	savin	s of	\$545	184	and	108	nan-ve	ars (non-Federal)
j. Simplification of 1964 grain	price	4/									
support loan program			are expect	ed as t					cem.	THIE	is a revised
			1		(cor	't Pa	ge '	,			

Annual An											
		1 -	1 = 1	a]	-	Pa	age 4	(ASCS)	7
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	CUST-SAVI	NG ACII	ONS UNDER !	DUREAU	OF IN	DODG 2	EL CI	RCULAR	NO. A	-04	
QUARTER:											
x/ 1st // 2nd /_/ 3rd /_/	4th		=								
			CIPATED SA					E OF S			
ACTIONS TAKEN DURING QUARTER	FY 196	5	FY 196	6	Recu	rring	Cos	t Co	ost	PROPOSED USE OF	CATITNOS
ACTIONS TAKEN DURING QUARTER	Funds	Man	Funds	Man		·	tio	n Ave	oided	PROPOSED USE OF	SAVINGS
managa alianda suur erittavallisuur auvuravallisuurintavan alianeen arvuusi lasuussa suuravan suuravan suurava	\$	Yrs	\$	Yrs	Yes	Ho	Yes	No Yes	No		
	2/	con't									
	est	mate f	or FY 1965	and an	estin	ate 1	or HY	1966 1	ased 1	pon comparisons	
	of	nan yea	rs and sala	ry req	rired	if pr	ior y	ear pro	ducti	vity rates were previously	
										cluded a repeat	
	of	the \$13	,753,000 f:	scal y	ear 19	64 sa	vings	and \$	528,000	estimated	
			savings for cation.	r fisc	ar yea	r 196	5. T	he curi	dent es	stimate eliminates	
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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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	1.00			•							
			CIPATED SAV	VINGS			NATU	RE O	F SA	VINGS	
	FY 196	5	FY 1960	ó :	Recu	rring	Co	st	Co	st	
ACTIONS TAKEN DURING QUARTER							Red	uc-		ease	PROPOSED USE OF SAVINGS
	Funds	Man	Funds	Man			ti	ao	Avo	ided	
	\$	Yrs	\$	Yrs	Yes	No	Yes	No	Yes	No	
3. Reduced Grain Storage Rates:	3/	NA	6,861,600	NA	x		x		N	A	Savings will free CCC
Grain storage rates under the Unife		-									funds to finance other
Grain Storage Agreement were reduce							1 1	- 1			programs and operations.
effective for the storage year beginning											
July 1, 1964. Rates were reduced t						-		1			
\$0.00365 per bushel on corn, grain											- 1
barley, oats, rye, flaxseed, soybea							1 1	- 1			
wheat. The reduction shown has been			-						F 1 .7"		
by the additional cost of the blank			0								÷
liability insurance policy during i		•						i			·
1965. For most grains the new stor											• -
represents 13.14¢ per bushel if gra											
stored for a full year compared to				-							
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,	3/	The sa	ring from t	his ite	m in	a pre	vious	re	port	was e	stimated to be
			000 for FY	1965.	This	figu	re ha	is b	een 1	revise	d downward
		to \$6,	66,800.								
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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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				PERSONAL PROPERTY.		Constitutions.	

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		ANTT	CIPATED SA	UTNOC	1		1 NY A TOU	TDF C	AD EL	MANGO	
	FY 1965		FY 196		Poores	rring	7-	ost	_	VINGS	
ACTIONS TAKEN DURING QUARTER	11 170		F1 190	<u> </u>	Recm	FETTIS	-1			ease	DECROSED HOR OF GANTINGS
HOLLOND LINCON DONLING GOARLEN	Funds	Man	Funds	Man							PROPOSED USE OF SAVINGS
	i unas	Yrs	s ·	Yrs	Yes	Но		on No.		ided	
4. Review of Washington Jobs and	255,900				-	140	1	NO	and the same	OKI	
Personnel Requirements: During Janu		34.9	398,600	-56	х		x		X		In 1965 employment and
and February, 1964, each Washington	4/			,					•		fund reductions will
Division and Office Director of the	47	4/									enable ASCS to absorb
Agricultural Stabilization and				1							
Conservation Service met with the											part of increased costs
Deputy Administrators of ASCS. The											or fund reductions such
meetings were for the purpose of	se				-						as: a reduction of \$12
reviewing each position in Washingt	0.00										million in the 1965
The result of this review was ident											Budget Estimates related
of positions which could be eliminated							_				to spot-checking com-
when they became vacant. A total of		·								1	pliance (which may not
positions were abolished through Au	1 30					- 10					be feasible); a House
positions were aboutshed through Au	Sasr Tao4										cut of \$9 million; about
											\$2 million in increased
			,								costs of new cotton leg-
							1 1		•		islation; and increased
											pay act costs of about
	1.				-						\$6 million. In 1966,
4/ These	savings ar	e in ad	dition to	\$134,10	0 and	19.9	man	year	's		these employment and fund
estima	ted in an	earlier	report as	benefi	ts to	be de	riv	ed fr	om		reductions were taken into
this i	tem for FY	1965.									account in submitting the
					-	-				-	1966 Agency Estimates.
		3				33.4					
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ASCS (con't)

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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	,	A	A PLANTA A PRINTED AND A PLANTA	2000			NA V SALES	NT 00	1 0	T971500	
	FY 196		CIPATED SAV		Recu			Company Company	C Park Street, or work or windows	VINGS	
ACTIONS TAKEN DURING QUARTER	F1 190.		F1 1900		neem	L. P. H.L.		- 1		ease	PROPOSED USE OF SAVINGS
NOTZONO TAKEN DOKING QUANTER	Funds	Man	Funds	Man		1	tic			ided	THOTOGED OF OF DAVINGS
	\$	Yrs	Ś		Yes	No	Yes				
5. Changes in Cotton Storage Ratand Policies: Beginning August 1, 1963, storage rates were reduced 5¢ per bale per month on both CCC loan and inventory cotton which has not been reconcentrated. Beginning August 1, 1964: (a) storage rates cotton acquired by CCC after takeo which has not been reconcentrated reduced an additional 3¢ per bale month; (b) out-handling charges are standard 50¢ per bale (formerly 25 in most cases); and (c) storage chare being prorated during the last month to avoid over-lapping charge	s 5/ on ver vas er a a inges storage 5/ The sa \$7,68	NA	\$ 5,177,000 rom this if	NA	x	ious	x repor	nt ve	n as e	A s ti mai	Savings will make CCC funds available to finance the other CCC PROGRAMS AND OPERATIONS.

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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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Total Local Language	- F & - E &	~.		<u> </u>							
			CIPATED SAY					And the second livery of the	1	VINGS	
	FY 196)	FY 1966	and the second second section of the second	Recu	rring		st		st	
ACTIONS TAKEN DURING QUARTER	21	26	Thursday of the							ease	PROPOSED USE OF SAVINGS
	Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes			ided	
6. Recovery of Silver from Spent	200	ACTION OF THE PROPERTY.	THE REAL PROPERTY AND ADDRESS OF THE PARTY.	Parameters in a monthly of the	A STATE OF THE PARTY OF THE PAR	NAME OF THE PARTY	8	810	Apparent of the Parent of the	The state of the s	ANY CONTRACTOR OF THE PROPERTY
Hypo: Sodium thiosulphate (hypo)	6/	NA	6,600	NA	X		Х		N	Α	Proceeds of sale of
is used as a fixing bath for	aires .	·									silver are deposited to Misc. Receipts, U.S.
developed serial photographic prin	Sa										Treasury
In the process undeveloped silver					e in Colombia		100	Ī			24 020 a.e y
halides are disolved in the hypo							- and				
solution. Powdered zinc is added t						245.90	-	ĺ			
precipitates the silver as a sludg.				-							
sludge is refined and silver is exp	racted and						Total and the second	1			
sold.					:		- Colombia				
						CONTRACTOR CONTRACTOR	-				
Totals:	256,100	54 5	14,211,272	388.6			and the same of th				
emodifications, successible											
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				\$	1	ļ			1	1	
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	6/000	ing in	in addition		a cuch s	a mala a	150	1100	£	F157 7 0	CF 2222
	b/ Sav		an earlier			nate	OI SE	9400	ror	11 19	35 included
		711	an eartrer	report	0						
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U. S. DEPARTMENT OF AGRICULTURE

Commodity Exchange Authority REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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/ x/ 1s	t / / 2n	d /_/_3rd	/ / 4th

ANTICIPATED SAVINGS NATURE OF SAVINGS													
	FY 1965		MICHAEL STREET, THE STREET, THE STREET, STREET			ming	Co		Charles and Charles and the	VINGS st			
ACTIONS TAKEN DURING QUARTER			ernen der den kritiste der der der der der der der der der de		THE TO SECURE OF THE	ASSTRUCT LOSSES TO SHE	*2	1		ease	PROPOSED USE OF SAVINGS		
	Funds	Man	Funds	Man			**************************************	file/heldigeden j.fi	PROPERTY AND ADDRESS OF THE	ided	interes of the state of the sta		
######################################	S. S. S. S. S. S. S. S. S. S. S. S. S. S	Yrs	\$	Yrs	Yes	No	Yes	No	Yes)\\\o	*** ** NATION AND AND AND AND AND AND AND AND AND AN		
Use of Copying Machine: The use of a copying machine in the CEA, Minnespolic office makes possible the processing of required topies of various kinds of documents proviously done minually. The machine produces saided copies faster and monaccurately, and has in addition, per preparation of other program material Supive use. This material provides information which has not heretofore to prepare because of time and persouse of machine has also resulted in significant amount of professional etime for his regular work.	ne re mitted 1 for regulatory been poss nnel limit release of	.07 ible	627	€ee	Х				. 11		Savings have been applied to the compliance program and has resulted in setter overall enforcation of the Consolity Exchange Act.		
Torel	1,216	.07											
											\		



]-)) .	1			=1		Par	(Feed)	1		
AGENCY: Farmer Cooperative Service REPORT ON	COST-SAVI	e-pranordaza demo	DEPARTMENT		OF STATE OF STREET, STATE OF S	all House	GET GIRO	ULAR 1	NO. A-	-64	1		
rmer Cooperative Service REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64 JARTER:													
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makangkangsa galaman mang saud kinangsan flora samasan APP and Mina pan 1906. Dang bin saman makan sama a saman			CIPATED SAY				NATURE	M.	METAL STREET,	orang Charles and Bull I ligg represents the Managerian construction of the Company of the Compa	Samuel American State State of		
ACTIONS TAKEN DURING QUARTER	FY 196	5	FY 1966		Recur	ring	Cost Reduc-	Cos		PROPOSED USE OF SAV	TNOS		
AULIOND PROM DONLING COMMENT	Funds	Man	Funds	Man			tion	Avo:	ided	THOTODHY ODE OF DEA	21100		
	\$	Yrs	cramer series Samuel and Samuel	Yrs	Yes	Ho	Yes No	Yes	No	ACCUPATION CONTRACT CONTRACT AND CONTRACT CONTRACT CONTRACT CONTRACT CONTRACT OF SECURE OF SECURE CONTRACT CONT	County on application (Carety)		
Cooperative Arrangements in Kansas Study: In cooperation with the rural phase of a study of the cavailable to farmers that costs about completing a study it otherwise to	operative t \$28,900	image for a	in Kansas. Jost to FC9	FCS is	900.	linat Thro	ing a so	dudy b	and ma	king findings			

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U. S. DEPARTMENT OF AGRICULTURE

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armers Home Administration REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

UARTER:

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ANTICIPATED SAVINGS NATURE OF SAVINGS													
	FY 196.	FY 1965		FY 1966		rring	1	ost	~	st			
ACTIONS TAKEN DURING QUARTER							Rec	duc-	Incr	ease	PROPOSED USE OF SAVINGS		
	Funds	Man	Funds	Man			The second second	ion	The second second	ided			
New York Control of the Control of t	\$	Yrs	\$	Yrs	Yes	No	Yes	No	Yes	No			
Increase in Employee Productivity In FY 1960 FHA made total of \$308,872,000 in loans of all type and cost of administering that program was \$33,964,000. Since 1960there has been a spectacular increase in amount of loans made and in 1964 loans of all types totaled \$747,794,000. From FY 196 through FY1964 there has been a slight increase in funds alloted for administening the program. This increase has not kept pace with volume of loans made. If actual cost had increased in ratio to loans made from FY 1960 through 1964, Salaries and Expenses (S&E) for the four years (1961-64) would have amounted to \$282,875,000; when, in fact, they did amount to \$159,538,000. This avoided cost \$123,357,000 was achieved through increased management efficiency and dedication of employees who worked without compensation on nights, weekends, and sacrificed annual leave. It is estimated that in 1965 loans totaling \$813,285,000 will be made. If act costs increased in ratio to total	O T	O NA			x			A	x		These savings represent funds that would have been required if employee productivity had not increased.		

Pg. 2 (FHA)

FHA (con't)

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

!UARTER:

x 1st 2nd 3rd 4th											
		ANTT	CIPATED SA	VINGS			NATI	JRE (OF SA	VINGS	
	FY 196		FY 196		Recui			ost	-	st	1
ACTIONS TAKEN DURING QUARTER			,	ſ			Rec	duc-	Incr	ease	PROPOSED USE OF SAVINGS
	Funds	Man	Funds	Man				ion		ided	
	\$	Yrs	\$	Yrs	Yes	No	Yes	No.	Yes	No	
loans to be made in FY 1965, the gross S&E would be \$89,461,000. In fact, S&E budgeted for FY 1965 totals \$48,000,000. Therefore, in FY 1965 avoided cost will amount on estimated \$41,460,000.						-					
UPDATING OF PREVIOUSLY REPORTED ITEMS: Economies in Travel: Prior to July 1, 1964, practically all travelers in FHA state offices	35,379 <u>1</u> /	NA	ea		x		Х		X		Savings will be applied to partially affect the cost of administering a greatly
traveled in privately owned vehicle at 9¢ per nile. Effective July 1, 1964 such travelers were given opt of using GSA Motor Vehicles (which would cost the Agency slightly less than 7¢ per mile) or privately own vehicles and be reimbursed at the rate of 7¢ per mile.	ion		-								expanded FHA program.
Total:	41,495,379	600	9 -0	-							
	<u>1</u> / The		79 represer 9,797 for			n add	itic	n to	a p	revio	sly reported estimate

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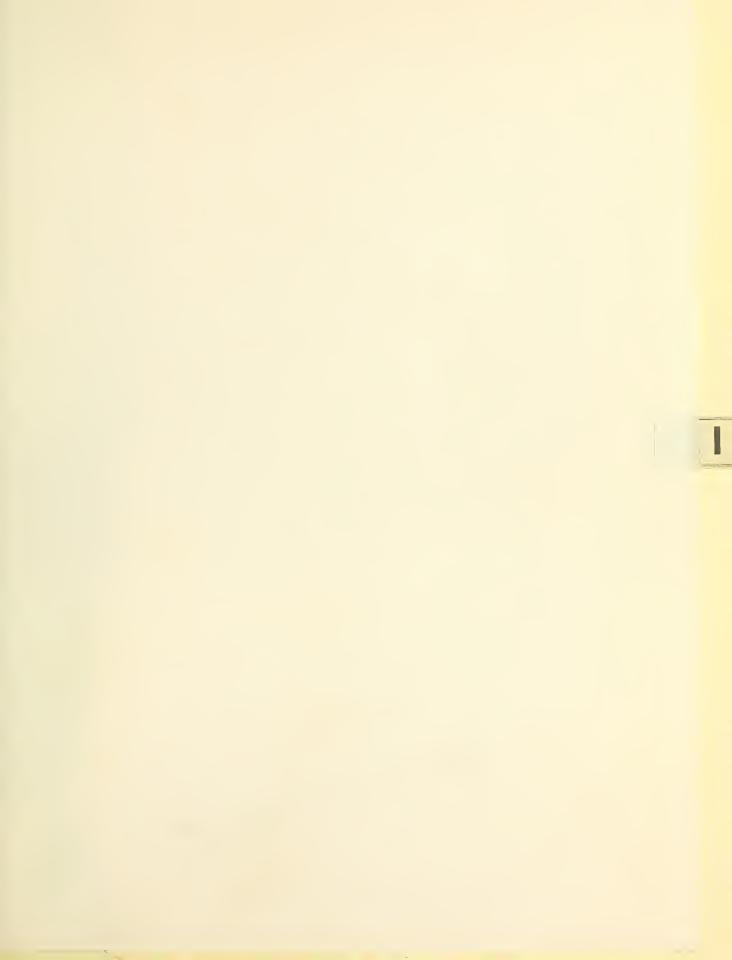
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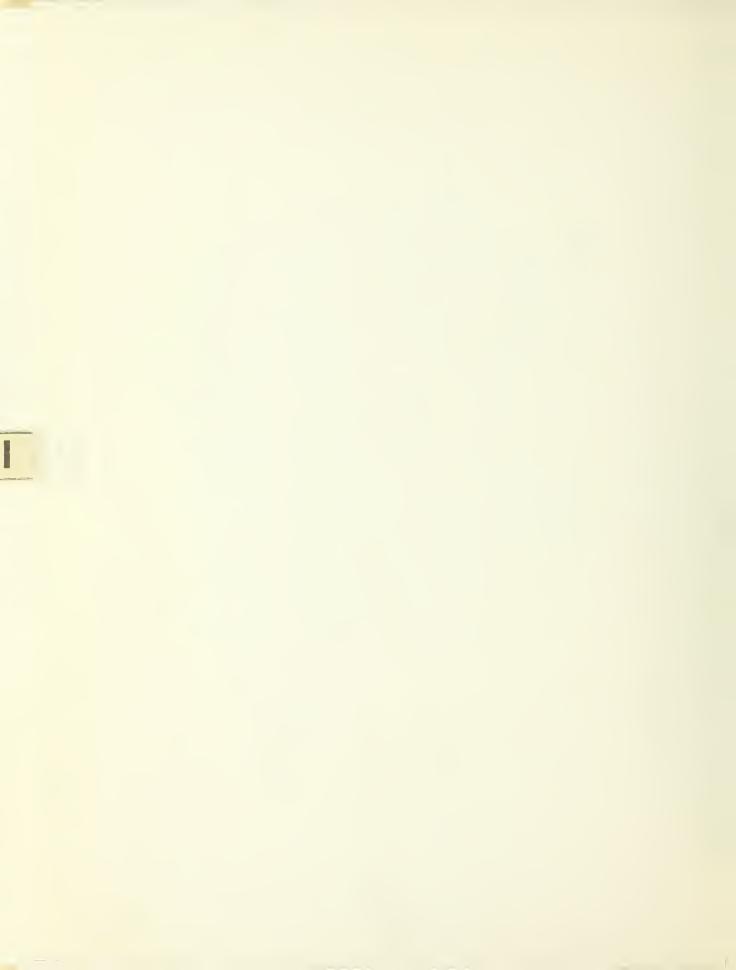
Federal Crop Insurance Comport on Cost-Saving actions under Bureau of the Budget Circular No. A-64

the Contract of the Contract o	grund Parties	Service and the service and th	OF STREET, STR
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	FY 196		CIPATED SAV		Recu			st		VINGS st	
ACTIONS TAKEN DURING QUARTER	Funds	Man	Funds	Man	-		ti	lon	Avo	ease ided	PROPOSED USE OF SAVINGS
UPDATING OF PREVIOUSLY REPORTED ITEM: Survey and Analysis of Travel Costs: A study and analysis of travel costs was conducted to increase efficiency and to consermoney with the intent to divert any savings to increase the Crop Insurance business and thus extens protection to more farmers.	\$ 	Yrs	\$ 40,000		x	No			Yes	'No	Savings to be applied to the direct selling of crop insurance.

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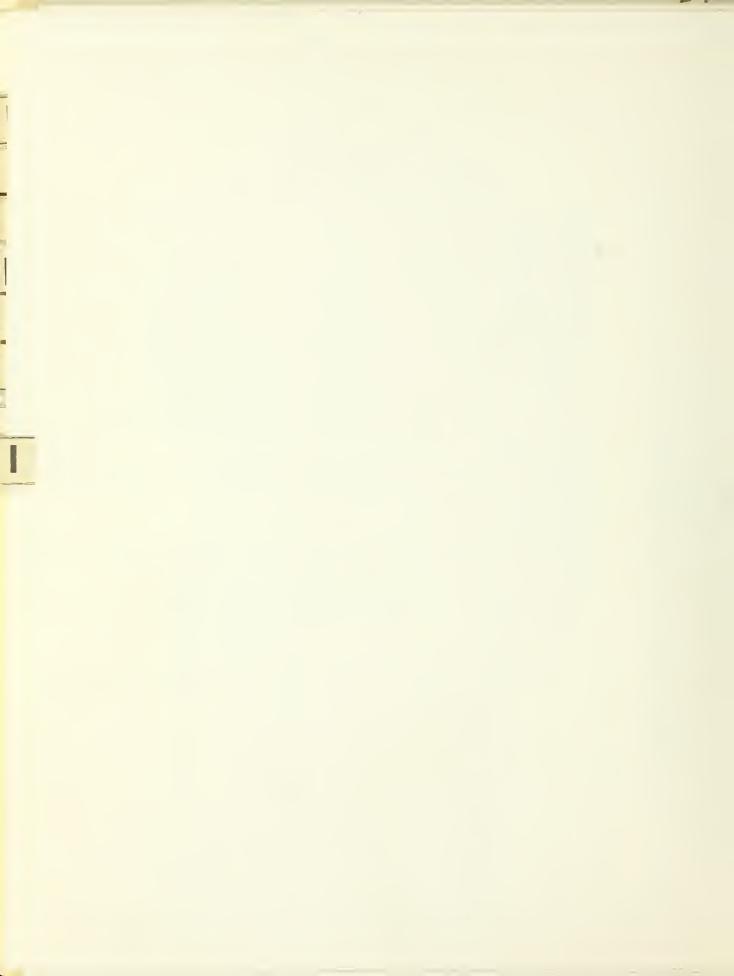


U. S. DEPARTMENT OF AGRICULTURE

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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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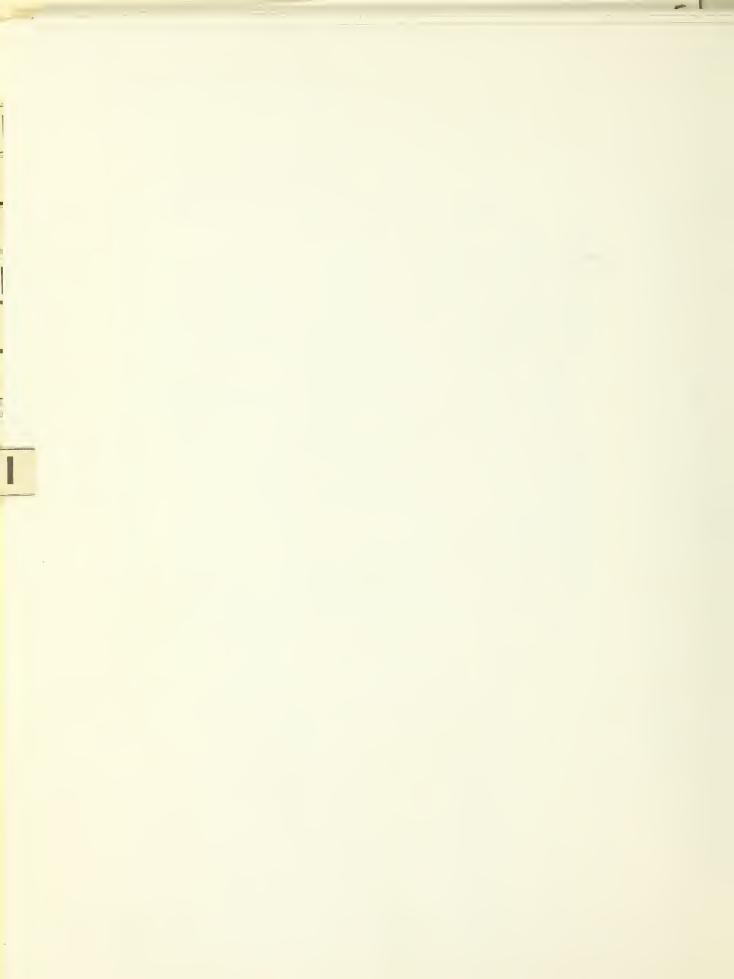
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U. S. DEPARTMENT OF AGRICULTURE

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· · · · · · · · · · · · · · · · · · ·	KELOKI	UIV C	DODI-DEVING	MOTIONS	OMDEK	DOMEAU	Or	TILL	דיוטעטע	CINCULAR	no.	11.04

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	Γ	ANTT	CIPATED SAV	INGS			NATI	IRE (OF SA	VINGS	
	FY 196		FY 1960		Recus	rring		st	Co		
ACTIONS TAKEN DURING QUARTER			*				-1	luc-	Incr	ease	PROPOSED USE OF SAVINGS
	Funds	Man	Funds	Man	-		ti	Lon	Avo	ided	
	\$	Yrs	\$	Yrs	Yes	No	Yes	No.	Yes	No	
2. Savings through bulk shipment	1/	NA	6 00	NA	×		х		×		Same statement as for
of wheat and feed grains: The agence	ý										No. 1. above.
has recommended that wheat and feed											Ì
grains sold and shipped under gover	ament		-		-						
programs be handled in bulk wheneve											
possible. The shift to bulk handli	ng has										
resulted in significant savings in	costs										
of shipping bags and bagging. Spec	ific data										i
on such savings are not available f	or the			*							
quarter being recorded.			-,								
3. Post Evaluation Plan: A plan has		5	439	-	х		х		х		It was necessary to
been developed and is being further											strengthen several posts
refined for evaluating the relative					l						to provide for PL-480
contribution to the over-all progra						1					compliance reporting and
each overseas Attache post. Using									,	:	increased supervision of
evaluation plan, all posts were rev	iewed duri	ng									the Market Development
the last quarter of FY '64. As a r											program. A part of the
have been closed, enabling urgent r		her pos	ts							-	most urgent need was met
to be met without increase in budge	t.										without an increase in
					-						total personnel and
					l						costs by the action taker
		Ì				1		- '	-		on this project.
· ·											
			he amount			accru	ed f	com :	this	proje	et in
· · · · · · · · · · · · · · · · · · ·	FY 19	54 - no	t previosu	ly repo	rted.						
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U. S. DEPARTMENT OF AGRICULTURE

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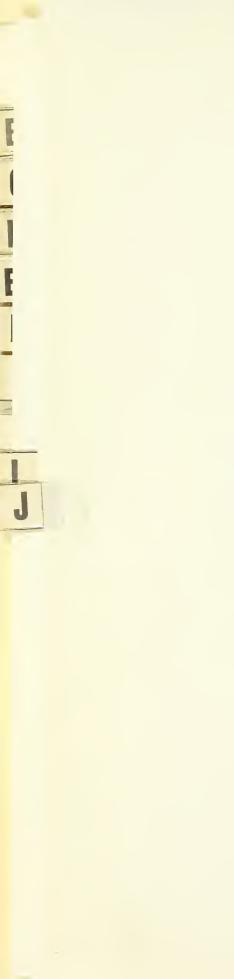
REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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				CIPATED SAV							VINGS	-
	•	FY 196	5	FY 1966		Recui	rring		st		st	
1	ACTIONS TAKEN DURING QUARTER			*				4			ease	PROPOSED USE OF SAVINGS
		Funds	Man	Funds	Man				lon		ided	
1		\$	Yrs	\$	Yrs	Yes	No	Yes	No	Yes	No	
The state of the s	4. Reassessment of Manpower Needs Program Development Division: A secretary was reassigned to work two men and a door was installed connect the adjoining office to better be able to get assistance from the secretary in the adjoining office. Also, it was not necessate buy a new desk which would have for another secretary. Totals:	5,025 for to ng	1.0	S co	Yrs	Yes x	No	× ×	No		A	
The second secon												







U. S. DEPARTMENT OF AGRICULTURE

Page 1 (FS)

Forest Service

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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	1	an addition are against the large and adjust the territorial the second	The second of the second								-	
	V			CIPATED SAY							VINGS	
		FY 196		FY 1966		Recui	ring		ost		st	DOODS WAT OF GLITTIAG
E A	ACTIONS TAKEN DURING QUARTER	27 . 1 -		33 . 1 -						Incr		PROPOSED USE OF SAVINGS
		Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	-	ion	Yes	ided	
-		3	ILS	9	IIS	ies	NO	ies	I NO.	ies	NO	
1 - ⊗	Excess Property Acquisition Program: Acquisition of exces property is contributing sig- nificantly to Forest Service programs. The acquired prop- erty includes construction equipment, motorized machin- ery, hand tools, electronic ar supplies, and structures.	,	N.A.	9,400,000	N.A.	х		х		X		To extend program accomplishment.
2.	Revision: Guidelines have been revised to reduce the number of precommercial thinnings prior to commercial thinning or harvest cut.	760,000	N.A.	633 fea	NGS Area	х		х		х		Increased units of similar work will be performed.
3.	Improvement in Road Design and Location: National Forest engineers through utilization of the latest technological advances in photogrammetric and computer systems have greatly reduced the man hours of engineering effort per mile of forest development roads. 1 / In addition, savings of	400,000 <u>1</u> / 350,000 ar	120 1/ d 100	nan years c	ccurred	in F	Y 196	×		х		To extend program accomplishment.



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U S DEPARTMENT OF ACRICULTURE Page 2 (15) U. S. DEPARTMENT OF AGRICULTURE

Forest	Service
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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

Carried Control of the Control of th	(COMPANY COLUMN	Company Column	Contract of the last of the la
$\frac{\prime}{x}$ / 1st /	/ 2nd	// 3rd ,	// 4th

James Color Color			ANTI	CIPATED SAV	VINGS		-	NATU	RE C	F SA	VINGS	
		FY 196	5	FY 1966	5	Recui	rring		st		st	
A	CTIONS TAKEN DURING QUARTER			7							ease	PROPOSED USE OF SAVINGS
		Funds	Man	Funds	Man				.on		ided	
		\$	Yrs	\$	Yrs	Yes	No	Yes	No.	Yes	No	
ţţ .	Improved Nursery Management: New and improved nursery practices, methods and equip- ment have resulted in in- creased manpower utilization and cost reductions. Specific management improvements in- clude the elimination of costly transplant stock, new extractory equipment, and effective disease control methods in nursery beds.	376,000	30		to ca	*-		X		x		To extend program accomplishment.
5.	Combination of F.S. Manual and Handbook Directives: The Forest Service Manual and Handbooks are being combined into a single directive. Savings associated with volume, preparation, issuance, distribution and posting will result.	178,000	21		GB 750	х	х	X		$N_{f e}$	A	11



U. S. DEPARTMENT OF AGRICULTURE

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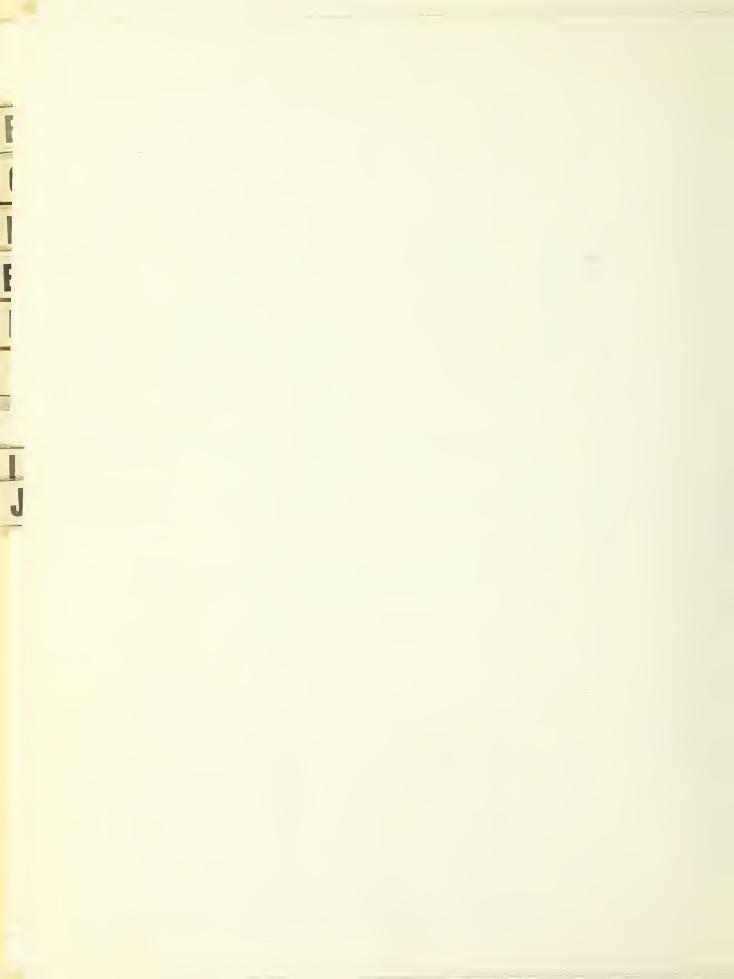
Forest Service

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

UARTER:

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		ANTICIPATED SAVINGS				NATURE OF SAVINGS						
		FY 1965		FY 1966		Recurring				Cost		
ACTIONS TAKEN DURING QUARTER				. 1				Reduc-		Increase		PROPOSED USE OF SAVINGS
		Funds	Man	Funds	Man			ti	ion	Avo	ided	
ulaman		\$	Yrs	\$	Yrs	Yes	No	Yes	No	Yes	No	
6.	Design Utilization and Improved Construction Methods: The development and use of typical designs and drawings, and improved construction methods has produced architectural engineering manpower savings in two Western Regions in the Forest Service. Savings are due primarily to the repetitive use of existing proven and acceptable typical	2/	2/	en ea	ca ca		х	x		×		To extend program accomplishment.
7.	designs.			gs of \$120	-	1	1			urre		Activity financed on a working capital fund basis. Y 1964. ccurred in FY 1964.



U. S. DEPARTMENT OF AGRICULTURE

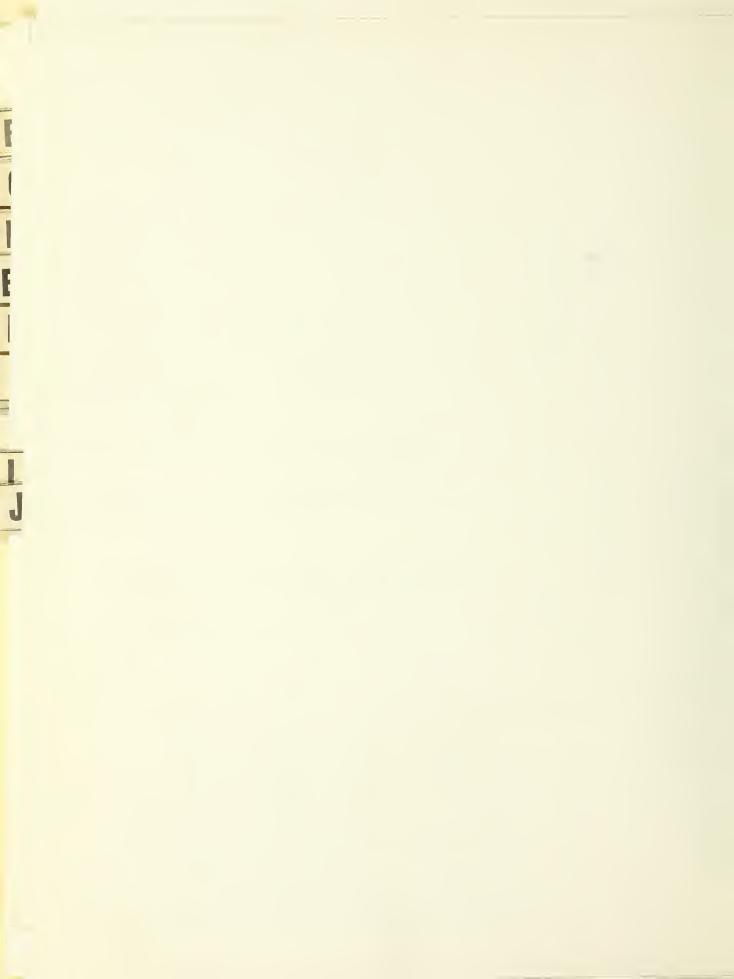
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Forest Service

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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		ANTICIPATED SAV						NATURE OF SAVI				
		FY 1965		FY 1966		Recurring				Cost		
ACTIONS TAKEN DURING QUARTER				7				1 1		Increase		PROPOSED USE OF SAVINGS
		Funds \$	Man Yrs	Funds \$	Man Yrs	Yes	No	Yes	lon		ided	
		9	ILS		IIS	ies	NO	res	MO	ies	INO	
7.0	cont'd)				l							
	indicates a saving of \$96,000. In order to take this action, however, it was necessary to invest \$18,000 in batching kitchen-trailer facilities. Net saving \$78,000.				-		-					
8.	Programmed Text Training: A 39-page illustrated programmed text has been developed for training in the fundamentals of fire behavior. The programmed text has reduced actual training time about 50% and has improved accomplishment of training objectives.		10	eco ma	Cal mag	х		х		X		To extend punguam accomplishment,
9.	Economies in Sign Manufactur- ing: Large identification, information and interpretive signs previously have been made from two and three inch dimen- 4/ In addition, \$36,720 was s		N.A.	cur aus		×		x		И	Α,	Increased production.



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U. S. DEPARTMENT OF AGRICULTURE

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Forest	Service

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

/x/lst	// 2nd	// 3rd	// 4th	

/x / 1st / / 2nd / / 3rd / / 4th											
1			CIPATED SAV	INGS			NATU	JRE C	F SA	VINGS	
	FY 196		FY 1966		Recur	rring		st	Co		
ACTIONS TAKEN DURING QUARTER				·			Red	luc-	Incr		PROPOSED USE OF SAVINGS
	Funds	Man	Funds	Man				.on		ided	
	\$	Yrs	\$	Yrs	Yes	No	Yes	No.	Yes	No	
9.(cont'd)	No.					. 1					
sion lumber. This material has been replaced by 3/4 inch plastic overlaid plywood. For all but the very larger signs, the signs can be made from one piece rather than several, thus eliminating cleating and bracing. As the new material is plastic overlaid and the sign can generally be made from one piece of material, the refinishing work required when other material is used is eliminated. This also reduces maintenance costs. As the new material is lighter in weight, shipping and erection costs are reduced. 10. Forest Fire Detection by Aerial Patrol: In Region 6 of the Forest Service, fixed Forest Fire Lookout Stations and lookout personnel are being replaced with a system of aerial detection which provides a detection intensity	20,400	6	and any		x	х	x		x		Funds saved to be converte to strengthen fire control forces and efforts.



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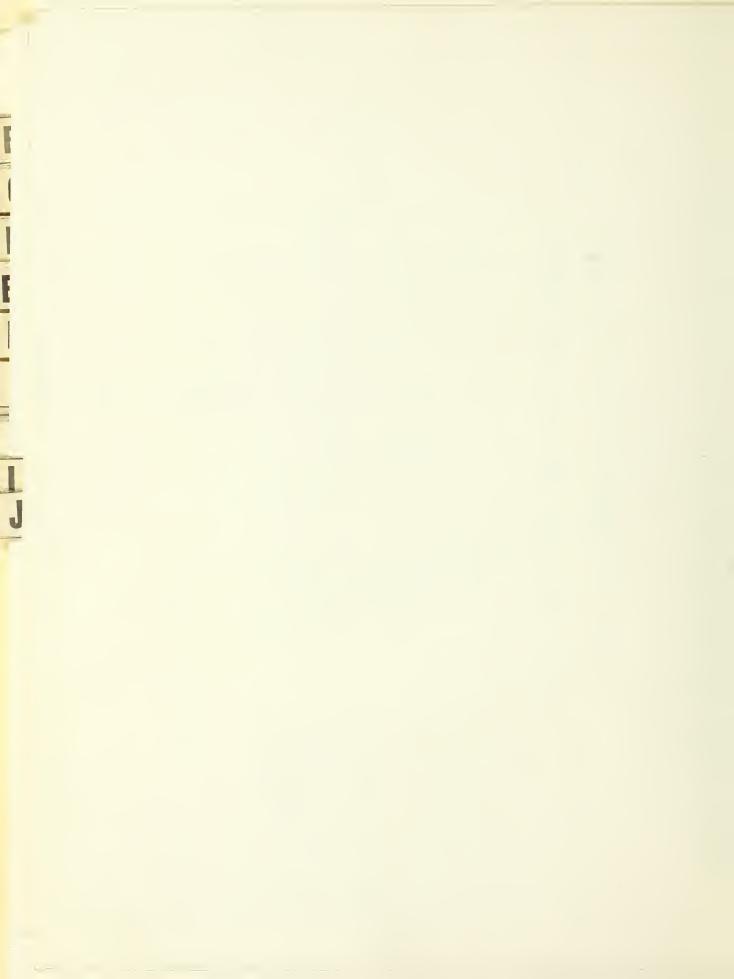
Forest	Service	

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

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/x / 1st / / 2nd / / 3rd / / 4th											
		ANTIC	CIPATED SAV	VINGS			NATU	JRE C	OF SA	VINGS	
	FY 1965		FY 1966		Recui	ring		ost	Co		
ACTIONS TAKEN DURING QUARTER			7				Rec	luc-	Incr	ease	PROPOSED USE OF SAVINGS
	Funds	Man	Funds	Man				ion		ided	
	\$	Yrs	\$	Yrs	Yes	No	Yes	No	Yes		
related directly to probability of fire starts and to burning intensity. (This management improvement project is also being evaluated in other Regions). 11. Use of Sewage Disposal Lagoons: Most Regions in the Forest Service are using sewage lagoons in areas where they are the proper sewage disposal facility. Such treatment methods are proving to be satisfactory and economical solutions to disposal problems. 5/ Savings of \$19,000 occ	5/	N.A.	\$ ************************************	Yrs	Yes	X	Yes .	No.	Υes	No	To extend program accomplishment.
		•		1	1	i					



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Forest Service

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

REPORT ON	COST-SAVIN	G ACTI	ONS UNDER I	SUREAU	OF THE	. BUDG	-E1 C	IKCU	LAK	10. A		
QUARTER:						2						
/ _X / 1st / / 2nd / / 3rd / /	+th											
		ANTI	CIPATED SAV	INGS			NATU	IRE C	F SAV	INGS		
	FY 1965		FY 1960		Recui	ring	7	st	Cos			
ACTIONS TAKEN DURING QUARTER			-				Red	luc-	Incre	ease	PROPOSED USE OF	SAVINGS
	Funds	Man	Funds	Man			-	on		ided		
	\$	Yrs	\$	Yrs	Yes	No	Yes	No	Yes	No		
Avoided Costs Obtained Through Improved Fire Control: During the five-year the Forest Service was 245,600 annual acreage burned was 99, a total avoidance of resource year period. This represents Favorable weather was a contra management improvement estima and machines effectively in was the significance of management size during the same period. On the average during the 196 reflection of fast, hard-hitt occurrence and greater fire resource.	r period 1 0 acres. 300 acres loss valu a total of ibuting facte is the ildland fir t's contrib The number l-1963 periong contro	257-196 During pelow to a sand 299, to rin contribution of fillod company to the contribution of fillod company to the contribution of fillod company to the contribution to the contribut	the three- he five-ye suppression 00 acres f the cost ution of a rol. is reveale res increa pared to t	Years) year pe or aver or the well-t by a sed abo	riod age. estin three ce es raine compan three compan	.962- This lated year imat, al ison and ive-	e and 964 reducto liper of fire gear	ual (Finction of the standard	acrescal on in 7,80 sign orga freque	age by Years burn 0,000 ificat uency creas. Th	the average area represents for the three- at to this on using men and fire ad 46% is is a	



U. S. DEPARTMENT OF AGRICULTURE

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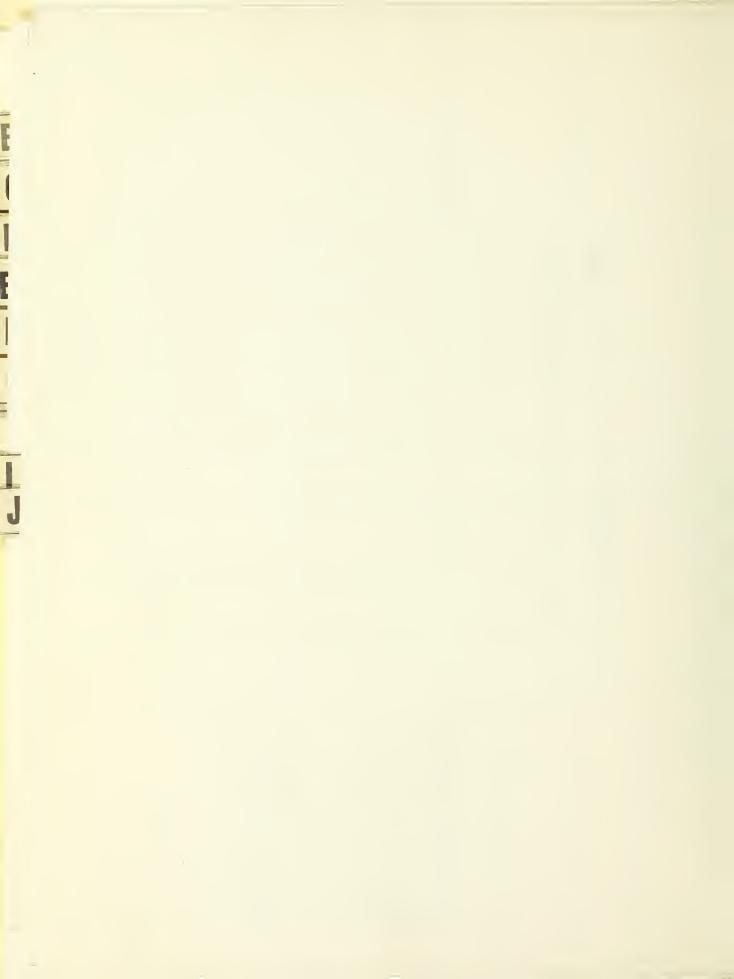
Forest Service

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:	

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	ANTICIPATED SAVINGS	NATURE OF SAVINGS	

		ANIDT	OTDAMED CAT	ITNICC		-	NACET	IDE (DE CA	MINOC)
	TOT 100		CIPATED SAV		Door					VINGS	
ACETONIC MARKEN DUDTING OUADER	FY 1965)	FY 1966		Recui	ring		ost		st	PROPOSED HER OF CANTESO
ACTIONS TAKEN DURING QUARTER	73 1			- No.						ease	PROPOSED USE OF SAVINGS
	Funds	Man	Funds	Man				ion		ided	
	\$	Yrs	\$\$	Yrs	Yes	No	Yes	No	Yes	No	
UPDATING OF PREVIOUSLY REPORTED ITEMS:										-	· •
Revision of Road Construction Cost Accounting System: The Forest Service plans to install a cost accounting procedure for road construction projects which will be based on a total forest road net concept in lieu of the present procedure of individual road projects.	cit sud	ud v.a	450,000	50	х		Х		Ne	Α.	To extend program accomplishment.
Revision of Ranger District Managerial Account: In lieu of reporting time charges of managerial personnel cur- rently to projects as worked,			400,000		х		x		N.	Α.	



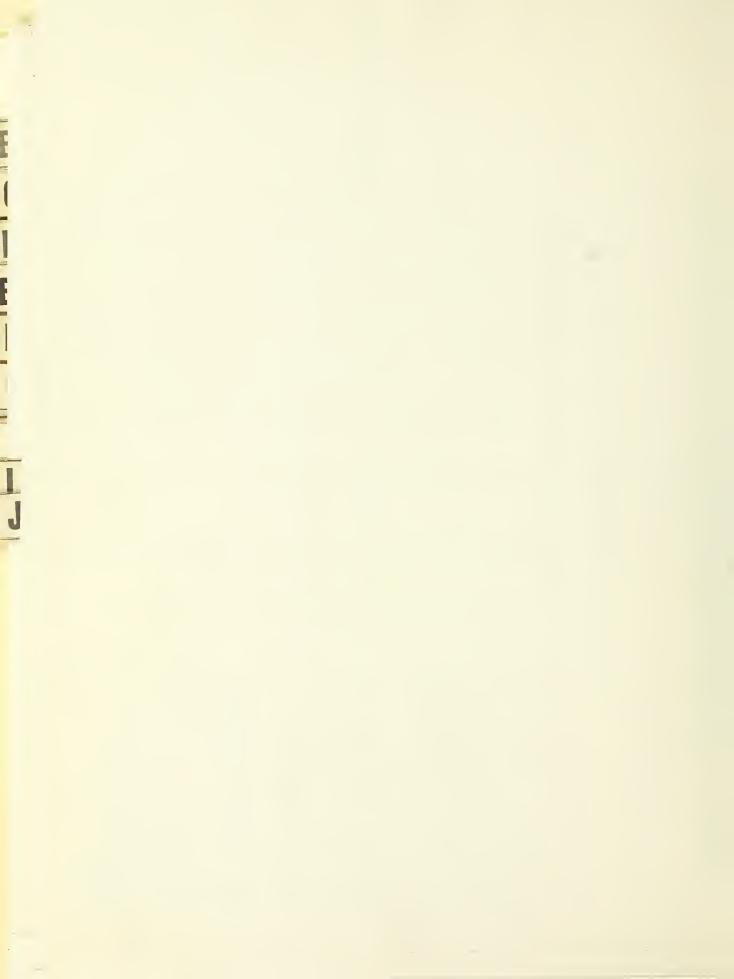
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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

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				CIPATED SA	VINGS			NATU	JRE (OF SA	VINGS	
		FY 196.	5	FY 196	5	Recu	rring	4	st		st	
	ACTIONS TAKEN DURING QUARTER			•						,	ease	PROPOSED USE OF SAVINGS
		Funds	Man	Funds	Man				on		ided	
angle of		\$	Yrs	\$	Yrs	Yes	No	Yes	No.	Yes	No	
	JPDATING OF PREVIOUSLY REPORTED											i e
	ITEMS: (Contrid)								•			
	2. (contice proced authorize time	=					1					-
	charges or this group to a	_										
	suspense account. The suspense											
	account will be re-distributed			-					*			
	at the end of the year to ap-						1					·
	propriate accounts on the basis								- 1	1.5		-
	of actual work plans.											
	*											
3	B. Inter-Agency Cooperation: This			200,000	N.A.	x	x	x		x		To extend program accom-
	improvement involves coopera-											plishment.
	tion with other agencies -									1		
	local, State, and Federal, to					1		1				
	take advantage of opportuni-			-		1						
	ties for reducing costs and											
	improving service.		:									-
	Wareh Burton 10 state			305 000	0.5							gt .
4	Voucher Review and Certifica-		~	125,000	25	х	1	x		N.	Α.	"
	tion: Certifying Officers are											
	being established at about 150								`			
	field offices to certify unit payment documents. The dele-						`					
	gation of this voucher certify-						_		-			-
	ing authority to the Forest											
	and Stations will reduce con-		Ì.									
	siderably the voucher review											
	workload which formerly											
	existed.											
	CVT0 FCff											
	•											



U. S. DEPARTMENT OF AGRICULTURE

AGENCY:

Forest Service

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

/x/ 1st / 2nd / 3rd / /	4th										
		ANTI	CIPATED SAV	INGS		and the second	NATU	JRE (OF SA	VINGS	
	FY 1965		FY 1966		Recurring Cost Cost						
ACTIONS TAKEN DURING QUARTER			1				Red	luc-	Incr	ease	PROPOSED USE OF SAVINGS
	Funds	Man	Funds	Man			ti	on	Avo	ided	
	\$	Yrs	\$	Yrs	Yes	No	Yes	No	Yes	No	
UPDATING OF PREVIOUSLY REPORTED ITEMS: (Cont'd) 5. Improved Multi-Copy Reproduction Methods: The Forest Service Washington Office now uses a diazo process machine (such as the Ozalid) teamed with a Xerox to produce multiple copies of duplicated material. Copies are made of any page material and it is useful for both black or white copies or transparencies.			20,800	N.A.	х		×	-	No	Α.	Division budget reduced.
momas o	10,788,500	188	10,595,800	115							
				-				-			





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U. S. DEPARTMENT OF AGRICULTURE

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(Spec				
011	Con	trol	Prog	ram)

REPORT ON COST-SAVING ACTIONS UNDER EUREAU OF THE BUDGET CIRCULAR NO. A-64

		ALC: CHICAGO PROPERTY AND ADDRESS OF THE PARTY		CHARLES AND ADDRESS OF THE PARTY OF THE PART		The same of	
Lxx	lst	/	2nd		3rd	1-1	4th

	FY 1965	ANTI	CIPATED SAV		Recus	rring			SAVING Cost	5	•	
ACTIONS TAKEN DURING QUARTER	Funds	Man	Funds	Man				c- I	ncrease Avoided		POSED USI	OF SAVIN
	\$.	Yrs	\$	Yrs	Yes	No			es Do			
See attached	30,800 <u>1</u> /	NA		. NA	x		x					
					-							
	· :									1		
		- ,						-	-			
	<u>l</u> / Est estim	imate :	or July an January-J	d Augus une, 19	t 196 64 of	\$175	his am	ount	, added	to a r	revised s since	
	Janua	cy 23,	1964 to \$2	05,800.						-	÷.	

PUBLICATIONS CONTROL PROGRAM

Accomplishments and Estimated Savings July and August 1964

(Savings of the estimated amounts indicated were made principally by eliminating publications from original issuance or reprinting, by shortening publications, and by reducing the number of copies ordered. Other practices followed in achieving these savings included eliminating, or reducing the number of, illustrations and charts; using self-covers instead of separate covers, using more economical methods or materials in production, etc.)

Agricultural Marketing Service

\$112.11

TOB-LA-8, Light Air-Cured Tobacco Market Review, Part I, Burley, August 1964

Checklist of Reports Issued by the Agricultural Marketing Service, monthly

Agricultural Research Service

\$15,560.00

Eggs in Family Meals
A Guide to Consumers

PRR. Flame Cultivation and Techniques

Unnumb. Index Catalog of Medical and Veterinary
Zoology: Trematodes and Trematode Diseases

L. Nematode Control in Commercial Orchards in Florida

AH. Alsike Clover

AH. Crimson Clover

Unnumb. USDA Summary of Registered Agricultural Chemical Uses

Unnumb. Publications and Patents of the Eastern Utilization Research and Development Laboratory, a semi-annual issuance

Unnumb. Publications and Patents of the Northern Utilization Research and Development Laboratory, a semi-annual issuance

Unnumb. Publications and Patents of the Southern Utilization
Research and Development Laboratory, and annual issuance

L. Label on Meat Foods for the Baby

L. Label on Frozen Meat Foods



	2
Agricultural Stabilization and Conservation Service Pesticide Situation	\$167.05
PA 523. Watershed Work on The Farm	
Commodity Exchange Authority	\$360.00
L 330. Futures Markets Commodity Exchange Act and	
Commodity Exchange Authority	
Economic Research Service	\$4,988.49
Costs of Farm Machinery in Crop Production, by Size of Farm, NW Ohio	
An Analysis of Grain Transportation in the Northwest Region	1
	•
Handbook of Charts	
Application of Activity Analysis to Regional	
Development Planning	
Northern Vietnam Report on Agricultural Economy	
Tuddes Commons and Production of Your Researches	
India: Summary and Evaluation of Long-Term Projection of Supply and Demand for Selected Agricultural Products	
with Implications for U. S. Exports	
Notes on Agricultural Economies: Turkey, Israel, and	
Nigeria	
Tanganyika Report on Agricultural Economy	
Idagany Ind Report of Agricultural Economy	
Progress Report: A Summary of Current Programs, 9/30/64,	
and Preliminary Report of Progress from 10/1/63 to 9/30/64	
	4000 00
Farmer Cooperative Service Installment Credit in Freezer Provisioning	\$250.00
Wool Pools	
Foreign Agricultural Service	\$1,140.00
FAS-M. Prospects for U.S. Fruit in Japanese Market	
Projections of the levels of demand, supply, and imports	
of agricultural products of Jamaica, Trinidad and Tobago,	
Windward Islands, Barbados, and British Guiana	
Forest Service	\$187.00
Report of the Chief of the Forest Service, 1963	
Tree Planters Notes, July 1964	
Washington Office Employee Attitude and Opinion Survey	•
" The same of the	

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Rural Electrification Administration Rural Lines	\$5,600.00
Soil Conservation Service Youth Can Help Conserve Soil and Water*	\$ 833.33
Office of Information CLOSEUP (MPS Newsletter to Film Libraries)	\$1,342.50
Catalog of USDA Films for Television	
Filmstrips and Slide Series of the U.S.Dept. of Agri.	
Office of Personnel Statistical Summary of Employment, USDA	\$ 250.00
Safety Signals	
LANOP (Latest Management Notes on Personnel)	
Grand Total	\$30,790.48

^{* \$5,000} for 1965 F.Y. prorated to two months.



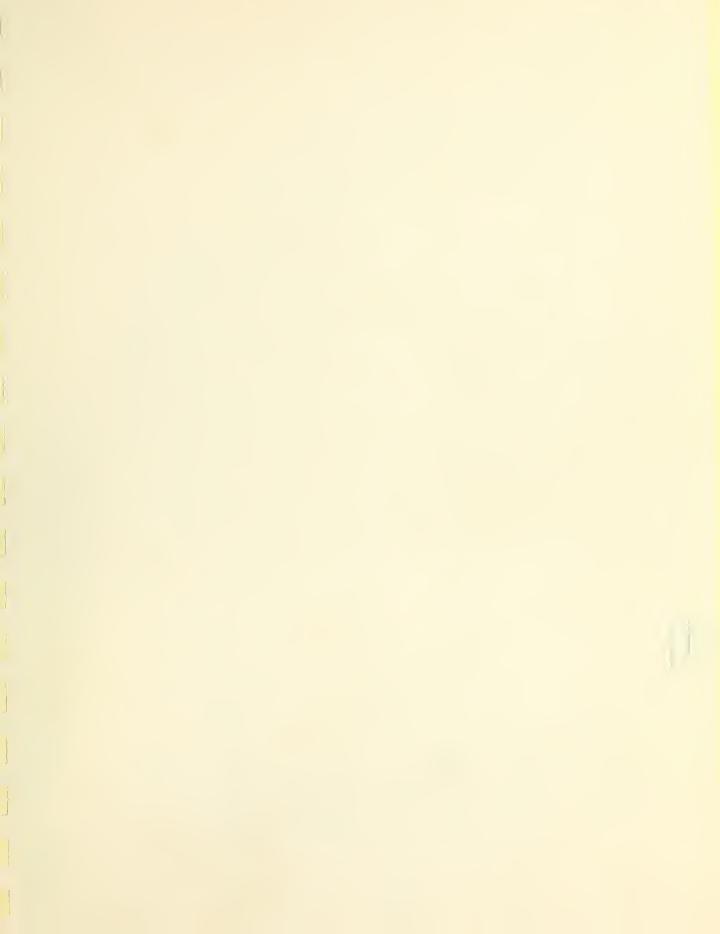




U. S. DEPARTMENT OF AGRICULTURE

International Agric. Development Service
REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER: / x/ 1st / / 2nd / / 3rd / / 4th ANTICIPATED SAVINGS NATURE OF SAVINGS FY 1965 FY 1966 Recuercing Cost Cost Reduc- Increase ACTIONS TAKEN DURING QUARTER PROPOSED USE OF SAVING Funds Funds tion Avoided Man Man Yes No Yes No Yrs Yrs Yes No Further Improvement in Participant Servicing: Participant servicing is performed for 2,000 or more A.I.D. participants yearly. Many operations are involved. Some of these are performed in the Foreign Training Division, IADS, some in the Hudget and Finance Division, FAS. Regulations of the Department and of A.I.D. have to be followed It is hoped that this project will result in eliminating duplicated effort, in expediting the payment of maintenance allowances to participants, in eliminating backlogs of work, and in avoiding errors in payments.



(Special Republication (Special Republication)	Plant & Operations REPORT ON Ports View Project) 2nd / / 3rd / /	COST-SAVI	U.S.	DEPARTMENT ONS UNDER 1	OF AGR	ICULTU		GET (CIRCU	JLAR	NO. A	-64	-1		
			ANTI	CIPATED SAV	VINGS	An extending way on the state		NAT	URE (OF SA	VINGS		Paramir St Making Salah pandangarhang J. P. M. Sir Sir Sir		
		FY 196		FY 1960		Recui	rring		os ć	3	st	1			
ACTIONS TAK	EN DURING QUARTER			7	1			Re	duc ∞	Incr	ease	PROP	osed us	SE OF	SAVINGS
		Funds	Man	Funds	Man			tion		Avoided		2			
Directing and house waller that an account of the proofer the angeles entangel		\$	Yrs	\$	Yrs	Yes	No	Yes	No	Yes	No	-		Particle and the second	
Reports Mar	ent of Departmentwide agement Program:	Interi	n Repor	t of Progr	es s, Re	ports	Revi	ew P	rogr	am:					
Project inv	Publication of			rcentage o d 35%. Ag						ı as	of Au	gust 15	is		
(Completed)	regulations estab- lishing objectives,	1.	Report	s eliminat	eđ		54								
	responsibilities and procedures.	2.	Report	s improved			215		-	=*					
Phase 2.		3.		ted annual	value and										
(Completed)	Publication of hand- book for agency guidance in estab-		elimin	ations		\$142	,284								
	lishing and operat- ing a reports manage	-ro													
	ment program.	:		=											
Phase 3. (In Process)	Review of all reports prepared in														
	the Department to develop information on:	-													
	a. The total num-														
	ber of reports prepared;														

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AGENCY:			DEPARIMENT									
Office of Plant & Operations REPORT ON	COCE CAUT	NO ACCOUNT	ONG THIDDD I	0.7770.77 A.7.7	OR BUILD	ייייי	TEN OTO	7177 AD	A OYE	61.		
(cont'd)	CUST-SAVI	NG ACTI	ONS UNDER I	BUREAU	OF THE	BUDG	ET CIRC	JULAR	NO. A-	04		
(Special Reports QUARTER: Review Project)												
/x/ 1st / / 2nd / / 3rd / /	4ch											
		ANTI	CIPATED SAV	VINGS	1	evidence.	NATURE	OF SA	VINGS			
	FY 196		FY 1960		Recur	THE RESERVE OF THE PERSON NAMED IN	Cost	The second second second second	st			
ACTIONS TAKEN DURING QUARTER			7				Reduc	Incr	ease	PROPOSED US	BE OF	SAVING
	Funds	Man	Funds	Man			tion		ided			
Part To the a statistic for the control of the cont	\$	Yrs	\$	Yrs	Yes	No	Yes No	Yes	. No			
		′										
Establishment of Departmentwide												
Reports Management Program: (Cont 13)												
h The entimeted dead												
D. The estimated inglar						-		-				
vidual and total							·					
annual cost of pre-												
paring reports;							-					
c. Identification of												
reports that can be									-			
improved or elimina-												
ted;												
	•				·							
d. Estimate of the					· [
value of improve-				'	i i			1	S .	_		
ments and elimina-	•											
tions.	: .								-			
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U. S. DEPARTMENT OF AGRICULTURE

Rural Electrification
Administration

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

-		OWNERS AND PERSONS IN				
<u>/ x</u> / 1	st <u>/</u>	/ :	2nd <u>/</u>	/ .	3rd /	4th

AND CONTRACT OF CO										
	FY 1965		CIPATED SAVINGS FY 1966		Recurring		NATURE OF SAVINGS Cost Cost		A TAX SHOW AND ADDRESS OF TAXABLE PARTY.	
ACTIONS TAKEN DURING QUARTER	FY 190)	FY 190		Recup	CKITER	Reduc-			PROPOSED USE OF SAVING
ACTIONS TAKEN DUKING QUARTER	Funds	Man	Funds	Man			tion	1	ided	PROPOSED USE OF SAVING
	s s	Yrs	S	Yrs	Yes	. No	Yes No.			
The state of the s	-					. 2340	-	(20	
1. Assistance to Loan Review Office	r: 12,600	1.0	12,600	1.0	х		N A	Х		Savings represent funds
Loan appraisers from the telephone	1			·						that would have been
area offices are assigned to assist the Loan Review Office during perio								-		required if the improve- ment had not been
when the work load is heavy in that										installed.
office. This enables Loan Review t					- 4.					Installed.
with a minimum permanent staff, and										
the same time provides them with a								- 2		
of additional personnel to assist w										-
the workload is more than the perma						1				·
staff can process in accordance wit										
loan schedules.										
2. Improved Utilization of Financia	1	1							·	`
Assistants and Reduction in Personn			:		ľ	•				
and Costs: In the engineering branc		1.5	13,600	2.0	×		x	И	A	Savings realized are
of the Telephone Area Offices, cont		. ·			1				·	being applied to the
action is being taken or planned to					1					cost of the pay raise.
improve the utilization and lower t						l				
employement and costs for the "fina	ncial	·					1 - 1			
assistants" working to control REA					1				-	
advances of loan funds to borrowers	1							-		
Improved work and assignment method					1					_
as well as closer coordination of t						· ·				
work with that of the "administrati				1						
assistants" in each branch permits reductions.	Lilese					1				
reductions.										
	-									

AGENCY:

U. S. DEPARTMENT OF AGRICULTURE

Rural Electrification
Administration

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

MINISTER CONTRACTOR		SHEETS TOTAL CO.		ORDITATION CONTRACT		МОНОТЕНЬ	
<u>/ ×/</u>	lst	1.1	2nd	/	3rd	1_/	4th

Commence of the Commence of th			-								
			CIPATED SAY	The Printer Street, printing of the Additional Printers.				7.	Contractor of Contractor	VINGS	
	FY 1965	5	FY 1966)	Recun	rking	7	- 2		st	
ACTIONS TAKEN DURING QUARTER										ease	PROPOSED USE OF SAVINGS
	Funds	Man	Funds	Man				on		ided	
Comments of the Action of the Comments of the	\$	Yrs	\$	Yrs	Yes	Ho	Yes	No	and the same of the same of	2	
3. Reduction in Teley e Engineer	10,000	1.0	10,000	1.0	×		×		Ŋ	A	Same statement as for
ing Staff: The realignent of) ·								Item 2.
assignments in one of the Engineeri							1 1	- 1			
branches of the Telephone Engineeri					-						·
and Operations Division made it pos to avoid refilling a job which beca						-					
vacant.	me						1				
4. Combining Duties of Telephone	5,000	0.5	20,000	0.0	x		1		N	۸	Savings will be applied
Loan Appraisers and Operations	3,000	0.5	20,000	2.0	, x		х		14	A	to cost of pay raiseand,
Analysts: The duties of "Loan Appra	isens!			- '							as possible, to expand-
and "Operations Analysts" in the ar			-								ing power survey
offices of the telephone program ar							1 1	1			activities.
being combined into one series of p					1			- 1		-	-
The effect should be to provide mor					ŀ		1 1				
flexibility in staff assignments an					1	l	1 1	- 1			
better utilization of personnel res	ulting			•	ŀ			- 1	à.	:	
in opportunity for reductions in st	aff				l			- 1			·
and personal service cost.								- 1		-	,
5. Improved Utilization of Telephon	e 4,200	.45	9,600	1.0	x		x.	- 1	N	Α	Savings applied to cost
Field Staff: When the Telephone						1		1			of pay raise.
Operations and Loans field represen	ta-						1 1				
tive covering the Stae of Michigan							1 1				
resigned as of July 31, 1964, the			-							-	
Agency's Northeast Area Office Modi	ried										
the assignments of remaining field					1	:					·
personnel to avoid filling the vaca	ncy.										
		-			-						
				-							*
			1	1			1				

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U. S. DEPARTMENT OF AGRICULTURE

REA (con't)				•								
district to the land and the land to the l	DESCOURT	ONT.	COCH CATTAG	DISCUTTON	TELEVISION TOTAL	23 9 8 73 73 A 3 T	OT	Facts of TO	DITTOOTTO	OTTO OTTE AD	250	A 61.
and the second s	KEPUKI	OIA	COST-SAVING	ACTIONS	UNDER	BURGAU	UĽ	THE	- おりかららま	CIRCULAR	MO.	A-04

GD10CHHICHING		arminiment of		Correcting representation		(APPLICATIONS)	
1 x/	lst	1.1	2nd		3rd	/	4th

		The same of the same of the same of		A CONTRACTOR STATE OF THE PARTY	******		- Comments	On the Control of the			operations in the state of the second control of the control of the second of the seco
			CIPATED SAY		CORNEL SERVICE	2002		Nº CORD-WAY COST	A CONTRACTOR OF THE PARTY OF TH	VINGS	1
	FY 1965		FY 1960	5	Recu	rring		วระ		st	
ACTIONS TAKEN DURING QUARTER			,				5		Incr		PROPOSED USE OF SAVING
	Funds	Man	Funds	Man				lon		ided	
See the entire of the second o	\$	Yrs	\$	Yrs	Yes	1	The state of the s	No.	Yes	The second second	
6. Improved Utilization of	2,000	NA	cire	NA		x	X ···		N	A	Savings will be applied
Exhibits and Cost Reduction:											to cost of pay raise/
The REA exhibit for the USDA patio											
on cooperatives was planned for mul					1						
use by also designing it for subseq											
use at the annual meetings of both						-	1 1				
National Rural Electric Cooperative											
Association and the Nat'l Telephone									~		
Cooperative Assoc. As a result, it								ĺ			-
will not be necessary to have prepa						1		-			
the two separate exhibits REA usual		·									
have prepared for these borrower co						-					
7. Revised REA Basis Date Agreement		.16	2,100	.25	X		X	l	N	A	Savings will be applied
Procedure: REA has revised its pro-			·	1							to other segments of
cedures to extend from three years									,		borrower activities
to six years the period of time dur											where workload is
which a borrower may obtain loan ad	vances	-				İ					increasing.
under a note without negotiating a											
special agreement to extend the ter	ns of - ····	4.54 *****			1	:			-		1
the note.											
M . t . 9	h.c. 005	11 63	6.7.000	7 05	1						
Totals:	45,925	4.61	67,900	7.25		1					
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						-					,
	·				1	1					
						- '					
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				1							



ACENCY.

U. S. DEPARTMENT OF AGRICULTURE V. S. DEPARTMENT OF AGRICULTURE

Soil Conservation Service REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

/ x/ 1st / / 2nd / / 3rd / / 4th

							1				
	77. 106		CIPATED SAV							VINGS	
	FY 1965)	FY 1966)	Recui	ring	4	st		st	
ACTIONS TAKEN DURING QUARTER							ž.		Incr		PROPOSED USE OF SAVINGS
	Funds	Man	Funds	Man			-	on		ided	
	\$	Yrs	\$	Yrs	Yes	No	Yes	No	Yes	No	
1. Contributions for Soil Survey Work from Outside Sources: The Soil Conservation Service through publications, policy memorandums, correspondence, and personal work- ing relationships has encouraged State and local agencies and group and other Federal agencies to contribute to the cost of soil surveys. These contributions are as a result of these agencies needing and using soil surveys for solving problems relating to urban expansion, tax equalization, and the making of soil surveys cooperatively on public lands. 2. Project Formulation - Water- shed Activities: An electronic computer program developed for watershed protection and flood prevention projects by the USDA Soil Conservation Service engineer will provide increased efficiencies that would cost additional money if they were accomplished through increased manpower. This program, developed by SCS hydraulic engineer	1/. 865,000		9,865,000	NA to \$2	X		И	A	X		The fact that these outside groups and other Federal agencies make this contribution to the soil survey program enables SCS to make substantial increase in the number of acres mapped, and to increase the program of soil correlation and interpretation. If this contribution was not made, to make the same accomplishments in soil survey work would require substantially more moneys, or there would be less Soil Survey work done. These savings represent funds that would have been required if the improvement had not been installed.
(See page 2)								CCUI	1.60		

GENCY:

U. S. DEPARTMENT OF AGRICULTURE

Soil Conservation Service REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

/ x/ 1st / / 2nd / / 3rd / / 4th

			CIPATED SAV							VINGS	
	FY 1965	5	FY 1960	5	Recur	ring	Cos		Co		
ACTIONS TAKEN DURING QUARTER									Incr		PROPOSED USE OF SAVINGS
	Funds	Man	Funds	Man			tic	-	-	ided	
	\$	Yrs	\$	Yrs	Yes	No	Yes	No.	Yes	No	
was initiated in October 1961 and placed in operation in July of this year. 3. Correspondence (home-study) Course in Management Training: An 8-unit management course has been developed. This course requires 80 hrs. of study on the employee's own time, and the purchase or borpowing of a few books. A total of 927 employees ar starting this fiscal year. This means SCS will get about 40,000 man hours (500 x 80) of study and training off the job for an estimated cost of approx. \$16,000. If these employees were brought together in a 5-day conference, the cost of salaries and per diem alone would be abt \$103,000.	-	NA p for 1	he course	over th	e nex	: two	x years	s ,	x vith		Savings will be applied to regular program activities
4. Improvement in SCS Training Program: In order to improve over- all Service training plan for new professional and subprofessional employees through acceleration of training they were getting, SCS made a study of training centers, course material and duration. It (See page 3)	85,391 [*]	-	==	cus	х		x		x		Savings result from the reorganization of the course material and reduction in length of time trainees spend at Centers. Cost of doing business is constant increasing and continuance of 5 Centers instead of 4 (See page 3)

U. S. DEPARTMENT OF AGRICULTURE

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Soil Conservation Service REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

QUARTER:

/ x/ 1st / / 2nd / / 3rd / / 4th

	x/ lst / / 2nd / / 3rd / /	4th										
			ANTI	CIPATED SAV	INGS	1		NATU	URE (OF SA	VINGS	
		FY 190		FY 1966		Recui	ring		ost	5	st	
	ACTIONS TAKEN DURING QUARTER		T	. 1	-			٦.		Incr	ease	PROPOSED USE OF SAVINGS
		Funds	Man	Funds	Man				ion	à	ided	
		\$	Yrs	s	Yrs	Yes	No			Yes		-
The second secon	was decided that the course could reduced to two weeks and one maining center could be eliminate the Coshocton Training Center was moved to Campus of Mich.State Uni. Which improved its utility and value to area served as well as upgrading facilities available. Training Centers at Stephenville, Texas and Ft. Robinson, Nebr. were closed and new center established on Campus of Uni. of Nebr. 5. Reduction in Percentage of On-Site.Classification Audits: Due to intensive training of field personnel and application of revised or new classification standards, SCS obtained approval to reduce their desk-audit program from 25% of total positions to 10% of common type positions and 15% of less common positions in the Service.	50,000 ·	41.0			X		X	NU	X		plus the longer course would have increased the training cost considerably. Savings applied to other activities of the administrative staff
	6. Watershed Activity Records Studies: It was observed that with rapidly increasing workload in watershed planning and construction there was steadily increasing number		659		ne		×	x		X		Continuation of former system would have required purchase of approx. 500 file sections at \$50 pr. section
	of records being kept in files. (See Page 4)	2	/ Saving	gs in amoun	c of \$2	25,000	occu	red	in	FY L	964-No	t previously reported)
				1	1	1		1				

AGENCY:

U. S. DEPARTMENT OF AGRICULTURE

Soil Conservation Service REPORT ON COST-SAVING ACTIONS UNDER EUREAU OF THE RUDGET CIRCULAR NO. A-64

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			CIPATED SAY		-			TO SHARE THE TANK	CARPINAL CHARLE	VINGS	
	FY 1965	3	FY 1960		Recun	rring	Ž.	st		st	
ACTIONS TAKEN DURING QUARTER										ease	PROFOSED USE OF SAVING
	Funds	Man	Funds	Man			ASSESSMENT OF THE PARTY NAMED IN	on	THE RESIDENCE OF THE PERSON.	ided	
	\$	Yrs	Ŷ.	Yrs	Yes	Ho	Yes	No.	Yes	No	
These records, including working		- '							•		
papers, were being maintained in	\$	=	-								
duplication at three or four field											·
locations. Studies indicated that			· .								
a more efficient system could be		_	•	}							
installed.											
7. Soil Survey Field Sheets	3/	ø9.	esse	ca ca		х	Х		Х	Į.	Had SCS continued tomair
Disposition: Soil survey field	-	_								5	tain these 500 file
sheets have been removed from											sections, it would have
Service's offices and with exception	1 .	-						- ,			necessitated the procure
of 300 cu. ft. of records which were	t					l					ment of additional file
destroyed due to storage deteriorat											sections for other needs
remaining 2700 cu.ft. of sheets have											as well as using more
been transferred to Fed. Records Cen						1					space for filing purpose
This releases formerly used filing									į.	<u>.</u>	This was avoided by
space for other Service needs with-					1.						transfer of these record
out addition of more filing section					1	•		_			
or space to maintain them.							1				
8. Revision in Records Retention	4/		255	. 400		X	Х		Х.		Purchase of 130 file
Periods: This involved two forms	_										sections at \$50 per
SCS-219 and ACP-247.						1.					section would have been
						1					required under former
Totals:	3,087,391	-	9,865,000								system.
			dor 000			400					
The state of the s	ings in an					1		,		N .	1
4/ Sav	ings in am	ount of	\$6,500 oc	curred	in FY	1964	Not	pre	vious	ly re	ported.
					1						



AGENCY:

U. S. DEPARTMENT OF AGRICULTURE

Statistical Reporting Service REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

4/10 marching		ALTERNATION .		6011000000000		CONTRACTOR OF THE PARTY OF THE	
/ x/	1st	1.1	2nd	1 1	3rd	/ / 4th	
-	200	CONTRACTOR .		Access to the same of the same		firements.	

Total Land Company of the Landson of											
		ANTI	CIPATED SAVINGS				NATURE OF SAVINGS			VINGS	
	FY 1965		FY 1966		Recu	Recurring		Cost Cost			
ACTIONS TAKEN DURING QUARTER							Red	uc-	Incr		PROPOSED USE OF SAVING
	Funds	Man	Funds	Man				on		ided	
	\$	Yrs	\$	Yrs	Yes	No	Yes	No	Yes	No	
UPDATING OF A PREVIOUSLY REPORTED I	EM:										* .
Reduction in Size of Data Processing Center Tape Library: Establishment of monthly storage cha	4,800 <u>1/</u> irge	NA	, aro	.ss :	Χœ				ж		Savings are passed on to user agencies.
for data stored in magnetic tape library over 1 month resulted in user agency reviews of data retention									F		
requirements and release of tapes from library for reuse, thus obviat the need for purchase of new tapes	.ng										
reduction in storage space required charges were rescinded 6 weeks after	The	· e	:								
promulgation because of the reduction of tape retention to manageable level			=		:					;	
Total Total	4,800										•
		· . ·							·		
			nt is in acting for FY							stimat	ed as
*											
				:							-

